

Introduction to Microsoft PowerPoint 4.0

Student Guide

***National Institutes of Health
Clinical Center
Information Technology Center***

I
S
D
•
I
S
D
•
I
S
D

ACKNOWLEDGMENTS

Introduction To Microsoft PowerPoint 4.0

- Copyright:** Copyright 1996. All rights reserved. This publication or any component thereof, may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without the prior written permission of Universal Hi-Tech Development.
- Trademarks:** Microsoft and MS-DOS are registered trademarks, and Windows is a trademark of Microsoft Corporation.
- Disclaimer:** We make a sincere effort to ensure the accuracy of the material described herein; however, UHD makes no warranty, expressed or implied, with respect to the quality, correctness, reliability, currentness, accuracy, or freedom from error of this document or the products it describes. UHD makes no representations or warranties of fitness for any particular purpose. UHD disclaims all liability for any direct, indirect, incidental or consequential, special or exemplary damages resulting from the use of the information in this document. Data used in examples and sample data files are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.
- Production:** Written by Universal Hi-Tech Development, Inc.
- Authors/Editors:
Leah Arnold

TABLE OF CONTENTS

LESSON 1: THE BASICS	7
LESSON 1: OBJECTIVES	7
The Main Screen Layout	9
Help Feature	19
Keyboard Shortcuts	20
LESSON 2: CREATING SLIDES	23
LESSON 2: OBJECTIVES	23
Creating a New Presentation	25
Repositioning an Object	29
Creating A Title Slide	34
Formatting Text	37
Saving a Presentation	39
Creating a Bullet Slide	40
Formatting Paragraphs	43
Using Outline View	47
Drawing Objects	49
Adding Clip Art	56
Adding Graphs	58
Using Samples	60
Using Slide Masters and Templates	62
LESSON 3: ORGANIZING PRESENTATIONS	69
LESSON 3: OBJECTIVES	69
Rearranging Slides	70
Creating Notes Pages	72
Printing a Presentation	75
Setting Timing and Transitions	81
Creating a Build Slide	84
Running a Slide Show	86
Closing PowerPoint	90
Using the PowerPoint Viewer	91

I
S
D
•
I
S
D
•
I
S
D

LESSON 1 THE BASICS

I
S
D
•
I
S
D
•
I
S
D

I
S
D
•
I
S
D
•
I
S
D

LESSON 1: THE BASICS

PowerPoint is a powerful presentation graphics program that allows you to easily create slides, overheads, handouts, speaker's notes, and even computerized presentations that can be run independently of PowerPoint.

PowerPoint lets you choose from over 16 million colors, 5,000 color combinations, 150 templates and more than 1000 pieces of clip art that you can use to give your presentation a professional appearance.

PowerPoint runs under Windows 3.1, Windows 95, Macintosh and is compatible with MS Word, Excel, and True Type fonts. This means you can easily import text and graphics from files created under other Microsoft programs.

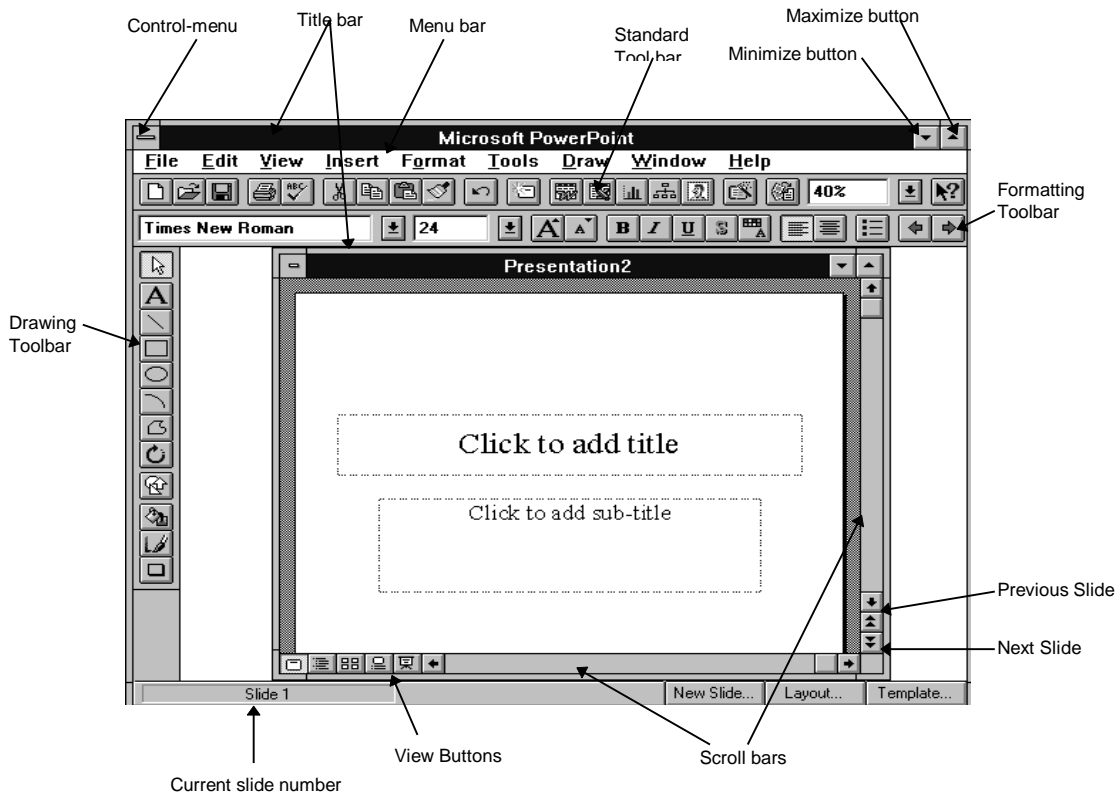
LESSON 1: OBJECTIVES

At the end of this lesson you will be able to...

- ◆ Understand the screen layout
- ◆ Use pull-down menus
- ◆ Understand the different views
- ◆ Use the Help feature
- ◆ Use keyboard shortcuts

I
S
D
•
I
S
D
•
I
S
D

The Main Screen Layout



Title Bar

The *title bar* includes the name of the application and/or presentation, the *Control-menu* box, and the *minimize* and *maximize* (or restore) buttons.

Scroll Bar

The *Scroll Bar* let you position different parts of your presentation in the display window. Scroll bars only work in the Outline and Slide Sorter views.

Previous/Next Slide

The *Previous/Next Slide* buttons are identified by the double down and up arrows. They are located at the bottom of the scroll bar. They allow you to "page" through the slides in your presentation.

Current Slide Number

Under the *Notes* and *Slide* view, this area displays the slide sequence number for the slide currently being displayed. For the *Slide Sorter* and *Outline* views, it displays the name of the view currently selected.

New Slide button

Inserts a new slide after the current slide.

Layout button

Allows you to pick a different layout for the current slide.

Template button

Applies the format of an existing presentation to the current presentation.

Click to Add Title

This is the area in which the slide's title is entered. The title can be repositioned or resized using the *Selection tool* (pointer) and *Frame Handles*. The *frame handles* are little squares located along the edge of the *object box*.

Click to Add Sub-Title

This is where the main slide text is entered. It, too, can be resized or repositioned to make room for other objects, such as charts or pictures.

Menu Bar

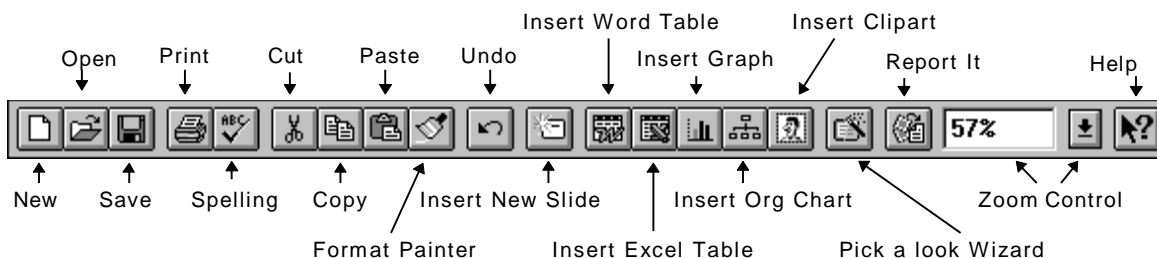
The *Menu Bar* displays the names of the pull-down command list menus available in PowerPoint. Clicking on a menu name displays the command list for that menu. A dimmed or greyed menu name or command means that the function is not available or does not apply to the current screen selection.

File Edit View Insert Format Tools Draw Window Help

File Menu	Similar to those found in all Windows applications, but with the addition of a few extra commands that apply only to slide presentations, such as Slide Setup.
Edit Menu	Similar to those found in all Windows applications, but with the addition of a few extra commands that apply only to slide presentations, such as Duplicate and Delete Slide.
View Menu	Allows you to change the presentation view, switch between the presentation Master and the current presentation and Zoom in or out. Turn on or off; Toolbars, Rulers, and Guides
Insert Menu	Used to insert items such as; New Slides, Date, Time, Page Numbers, Clip Art, Pictures, Objects and other Microsoft application data into your presentation slide.
Format Menu	Allows you to change the appearance of Fonts, Bullets, Lines, Slide Layouts, Background and Color Schemes.
Tools Menu	Contains the Spell Checker, Transition, Build, Hide Slide, Customization and Options menu controls.
Draw Menu	The only pull down menu MS-Word 6.0 does not contain. This menu controls the graphics handling features like Grouping, Layering, and Rotating.
Window Menu	Lets you arrange multiple presentation windows so that all the Title bars are visible, size a presentation window so that it conforms to the slide dimensions, or switch between several open presentations.
Help Menu	Provides on-line assistance regarding the various commands and operations that can be performed on your presentations. It also contains the Tip of the Day dialog box and Cue Cards.

Standard Toolbar

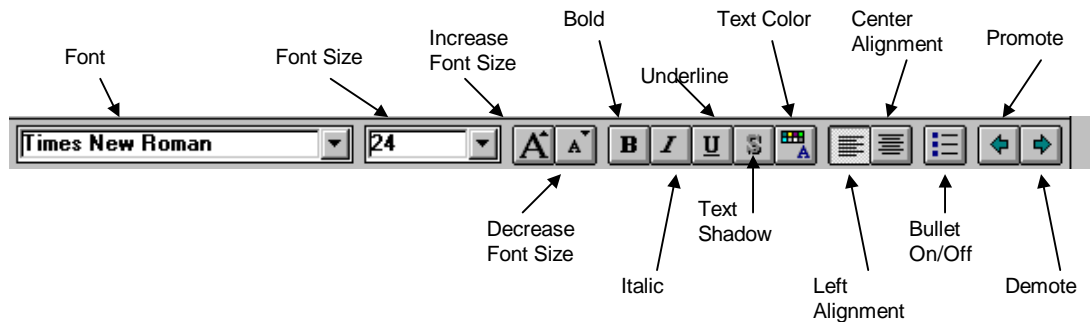
The *StandardToolbar* contains icons for frequently used commands. Toolbar icons change when different presentation views are selected.



New	Opens a new presentation. Allows you to select a format for the presentation charts.
Open	Opens an existing PowerPoint presentation.
Save	Saves current presentation with same filename and path.
Print	Prints current presentation to print managers default printer.
Spelling	Checks the spelling throughout the presentation.
Cut	Cuts selected text or object and places it on the Clipboard.
Copy	Makes a copy of selected text or object and places it on the Clipboard.
Paste	Pastes contents of Clipboard at the cursor location. You can paste the contents of the Clipboard as many times as you want.
Format Painter	Copies attributes of selected text or object to another object.
Undo	Undoes the last action performed.
Insert New Slide	Inserts new slide after the current slide.
Insert MS Word Table	Adds Microsoft Word Table to slide presentation.
Insert MS Excel Worksheet	Adds Microsoft Excel Worksheet to slide presentation.
Insert Graph	Adds Microsoft Graph to slide presentation.
Insert Org Chart	Adds Microsoft Organization Chart to slide presentation.
Insert Clipart	Adds Clipart from Clipart Gallery.
Pick a Look Wizard	Allows you to select a template for your presentation.
Report It	Exports outline from PowerPoint and launches Microsoft Word.
Zoom Control	Changes the scale at which you want to edit or view the presentation.
Help	Invokes context-sensitive help about items and on the screen and commands in the menus.

Formatting Toolbar

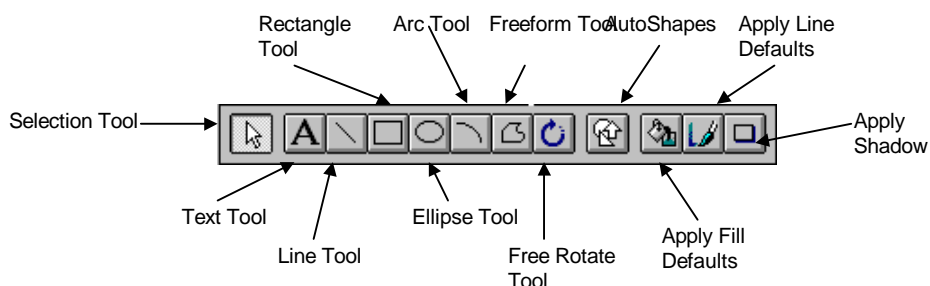
The *Formatting* toolbar contains buttons for adding character formatting, such as boldface, italics, underline, font size, shadows and colors, and for setting paragraph alignment & bullets.



Font	Displays current font selection. To change, click on the down arrow, select desired font from font list.
Font Size	Displays current font size. To change, click on down arrow and select desired font size or type in font size.
Increase Font Size	Increases font size by 4 points.
Bold	Makes the selected text bold.
Italic	Makes the selected text italicized.
Underline	Underlines the selected text.
Decrease Font Size	Decreases font size by 4 points.
Text Shadow	Adds or removes shadows to text.
Text Color	Adds or removes color to text.
Left Alignment	Aligns selected text to the left margin.
Center Alignment	Centers selected text on slide.
Bullet On/Off	Adds bullets to selected lines.
Promote	Moves selection out one level in outline view.
Demote	Moves selection in one level in outline view.

Drawing Toolbar

The *Drawing* toolbar allows you to add and arrange picture objects. It contains buttons for drawing shapes, filling and reshaping.

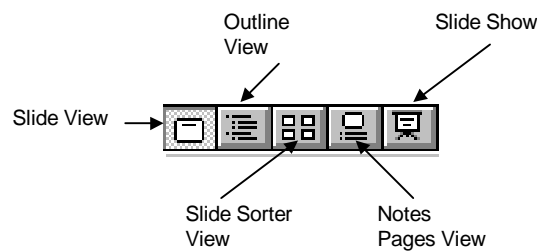


Selection Tool	The Selection tool is used to select objects that you wish to modify or to drag objects to a new location. Once selected, an object may be resized by clicking on and dragging the resize handles.
Text Tool	The Text tool lets you add Title and Body objects for your slides, and create caption boxes to label graphics.
Line Tool	Click on the Line tool then "drag" (hold down the left mouse button while moving the mouse) to draw straight lines, or hold down the SHIFT key while dragging the mouse to draw horizontal, vertical or 45° angle lines.
Rectangle Tool	Dragging when the Rectangle tool is selected creates a box.
Ellipse Tool	The Ellipse tool is used to draw ellipses and circles. Dragging the mouse while holding down the SHIFT key draws a circle, dragging without using the SHIFT key creates an ellipse.
Arc Tool	Dragging when the Arc tool is selected creates a curved line. Holding down the SHIFT key while dragging the mouse draws a circular arc.
Freeform Tool	The Freeform tool lets you create hand-drawn shapes and polygons. Holding the SHIFT key down while clicking on the vertices lets you draw horizontal, vertical, and diagonal lines for a polygon.
Free Rotate Tool	Allows you to rotate object when positioning the pointer over any resize handle. To restrict the rotation to 45-degree increments, hold down the SHIFT key while dragging the mouse.
AutoShapes	Activates AutoShapes toolbar. This toolbar contains commonly used shapes - stars, triangles, diamonds, arrows and boxes.
Apply Fill Defaults	Applies the color defaults to selected object. To fill several objects at the same time, use the Select key when clicking on the objects.
Apply Line Defaults	Applies the line style setting defaults to selected objects.
Apply Shadow Defaults	Applies the predetermined shadow color default to selected text or objects.

View Buttons

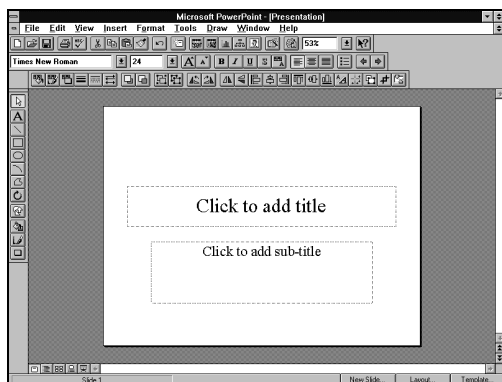
PowerPoint allows you to view your presentation four different ways, in slide form, as speaker's notes, as an outline, or through a slide sorter. When PowerPoint is started, the program defaults to the *Slide view*.

These buttons are used to switch among the four different ways of viewing your presentation - *Slide*, *Notes*, *Slide Sorter*, and *Outline*. Users can easily switch between the different views by simply clicking on one of the four *view* buttons located at the bottom of each presentation window. You may also make these selections from the **View** menu.

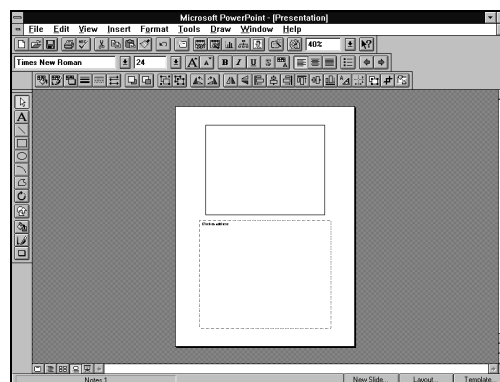


Slide View	Displays one slide of the presentation at a time. It is used to add text, graphics and color schemes to a slide and to change the attributes of those features.
Outline View	Displays the text entered in the Title and Body objects of all the slides in your presentation. It allows you to quickly enter and organize presentation text, reorder slides, move bullets, and change paragraph alignment.
Slide Sorter View	Used to rearrange the order of the slides within your presentation, to set the <i>timing</i> and <i>transitions</i> for an on-screen slide show, or pick up and apply slide color schemes. The timing setting allows you to run a slide show automatically and advance to the next slide after a predetermined amount of time has elapsed. Transition is the way that the slides are displayed. Wipe right transition wipes the new slide over the existing slide from left to right.
Notes Pages View	the presentation window displays the current slide at the top of the work space. Below it is an area reserved for the speaker's notes. Any text or graphics added to the Notes Pages area will not appear in any of the other views, and will only be output when the Notes Pages are printed.
Slide Show	Shows your presentation on-screen.

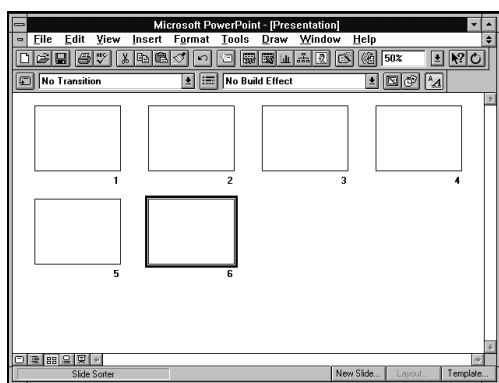
Slide View



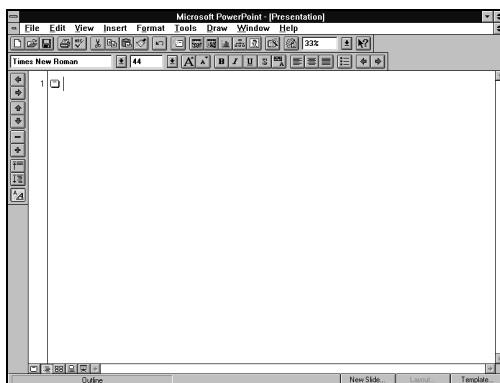
Notes Pages View



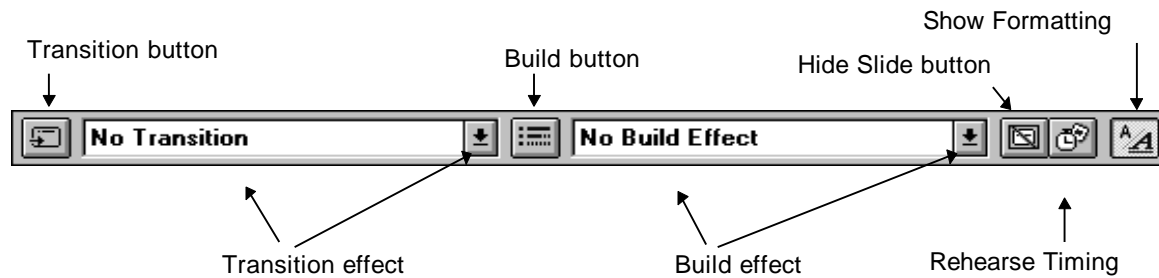
Slide Sorter View



Outline View



Toolbar for Slide Sorter View

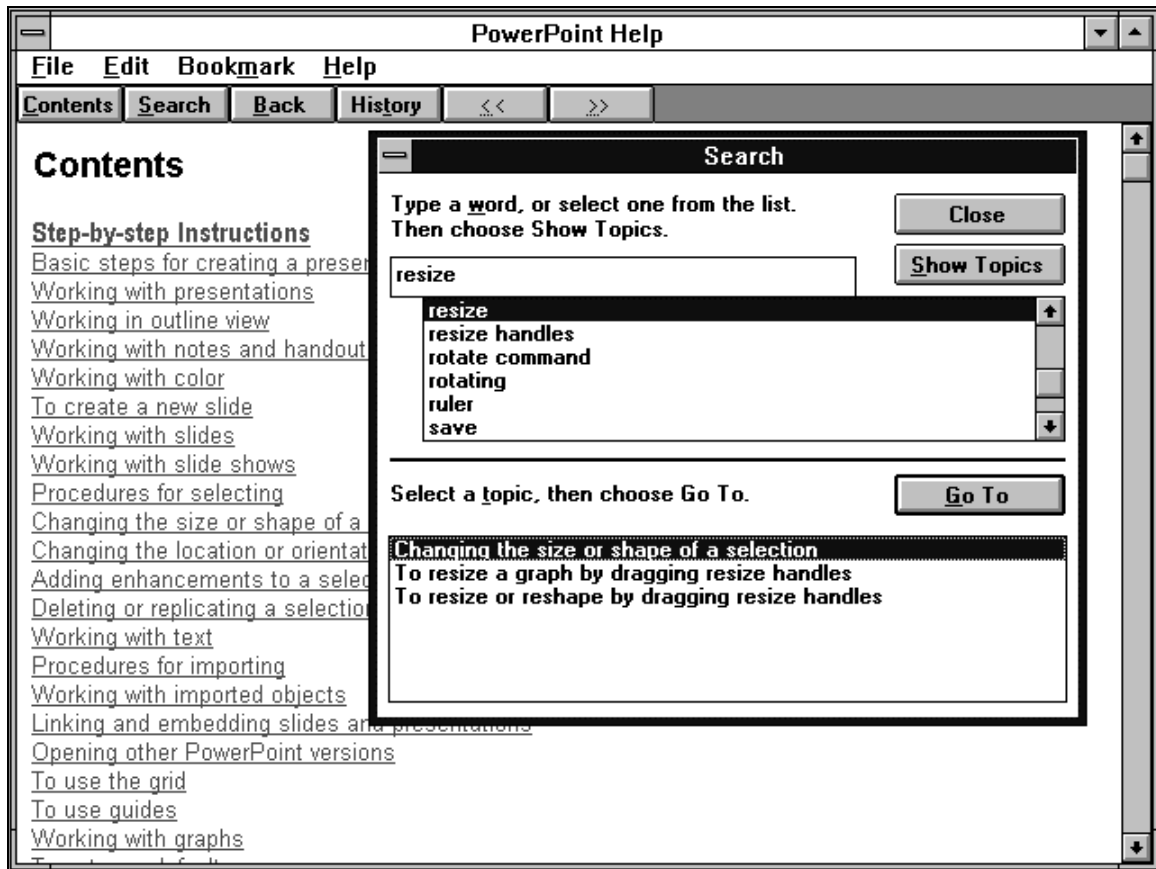


Transition	Opens the Transition dialog box from which you may make timing and transition selections for a computerized slide show of your presentation.
Transition Effect	Clicking on the down arrow opens a pull-down menu from which you may select the type of transition effect you wish to use.
Build	Opens a dialog box that lets you choose "progressive disclosure" effects for your computerized presentation. These effects allow you to reveal one paragraph of text at a time.
Build Effects	Build Effects can only be applied to body text, but can be assigned to any slide.
Hide Slide	Keeps slide in presentation but does not display it during shows.
Rehearse Timings	Runs and allows you to rehearse an automated slide show.
Show Formatting	Displays all character formatting in Outline view of titles in Slide view.

Toolbar for Outline View

Move Up	Moves text forward in presentation.
Move Down	Moves text backward in presentation.
Collapse Selection	Collapses all levels of text for a slide, so that only the title appears. A line below the slide title indicates the text is collapsed.
Expand Selection	Expands text that has been collapsed.
Show Titles	Collapses all levels of text for all slides, so that only the slide titles appear.
Show All	Expands the outline so all levels of text for all slides appears.

Help Feature



On-line help for PowerPoint is available within the application window.

PowerPoint Help contains information on concepts, **new features** and step-by-step directions for using PowerPoint commands, shortcut keys, and dialog boxes.

When using the **Help** menu to locate information on a particular subject, you may either click on the **Contents** command then scroll through the list of topics until you find the appropriate entry, or you can use the **Search for Help on...** command to perform a keyword search that will find specific Help entries related to any topic typed in the **Search** window text field.

Keyboard Shortcuts

<u>To do this</u>	<u>Press</u>
<u>Text Formatting</u>	
Change font	CTRL+SHIFT+F
Change point size	CTRL+SHIFT+P
Center paragraph	CTRL+E
<u>Deleting and Copying</u>	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
<u>Navigating</u>	
End of page	CTRL+END
Start of page	CTRL+HOME
Repeat Find or Go To	SHIFT+F4
<u>Selecting</u>	
Select all objects (Slide view)	CTRL+A
Select all slides (Slide Sorter view)	CTRL+A
Select all text (Outline view)	CTRL+A
Select paragraph	Triple-click
Drag and drop copy	CTRL+select and drag
<u>View Menu</u>	
Slide View	CTRL+ALT+N
Slide Sorter View	CTRL+ALT+p
Outline View	CTRL+ALT+O
Switch from normal to master view	SHIFT+click view button
<u>Insert Menu</u>	
New Slide	CTRL+M
Date	ALT+SHIFT+D
Page number	ALT+SHIFT+P
Time	ALT+SHIFT+T
<u>Tools Menu</u>	
Check spelling	CTRL+ALT+L
<u>Draw Menu</u>	
Restore picture to original size handles	CTRL+double-click resize
Group	CTRL+SHIFT+G
Ungroup	CTRL+SHIFT+H

LESSON 2 CREATING SLIDES

I
S
D
•
I
S
D
•
I
S
D

I
S
D
•
I
S
D
•
I
S
D

LESSON 2: CREATING SLIDES

PowerPoint is flexible and easy to use. You can directly edit slides for presentations, or first write an outline, then convert the outline to slides. Once slides have been created, you can easily rearrange the slides, move text and graphics between them, make handouts and create speaker's notes for the presentation. Most operations can be performed using either the mouse or keyboard commands.

LESSON 2: OBJECTIVES

At the end of this lesson you will be able to...

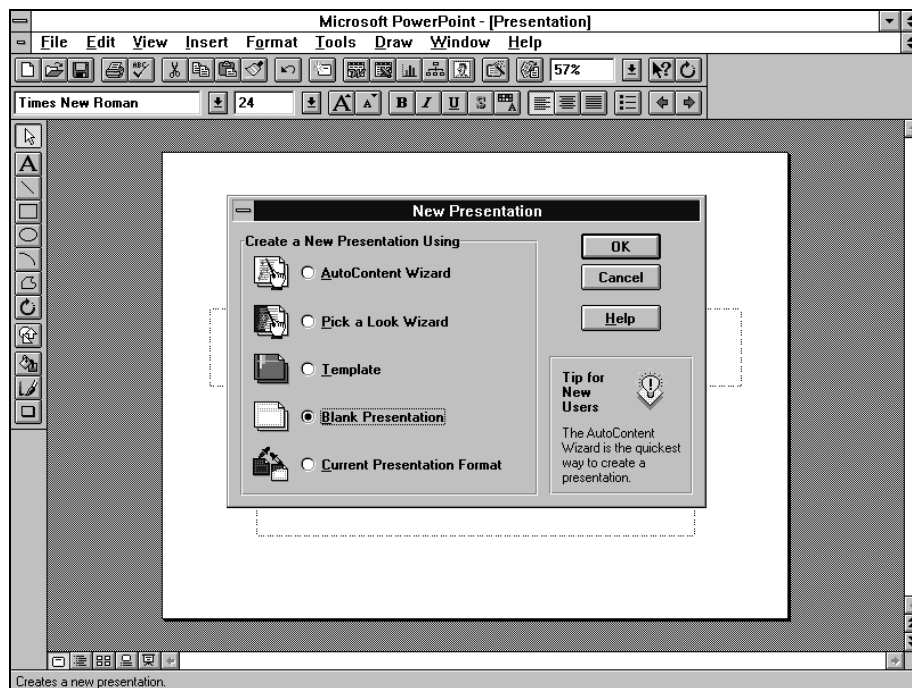
- ◆ Create a slide presentation
- ◆ Reposition objects
- ◆ Format text
- ◆ Save a Presentation
- ◆ Modify bullets
- ◆ Format paragraphs
- ◆ Use the different views
- ◆ Draw objects
- ◆ Add Clip Art
- ◆ Add Graphs
- ◆ Use Samples
- ◆ Use Slide Masters and Templates

I
S
D
•
I
S
D
•
I
S
D

Creating a New Presentation

Every time PowerPoint is started or a new presentation is created, PowerPoint automatically presents a blank slide. At this time, your presentation only contains a single slide. To create a new slide, click on the **New Slide** button on the Tool bar or Status bar. This button is available in all four views. If you select **New** from the menu, you will be presented with the New Presentation dialog box allowing you to use: *Auto Content Wizard*, *Pick a Look Wizard*, *Template*, *Blank Presentation* or *Current Presentation Format*.

PowerPoint defaults to *Slide view* with landscape orientation, 8.5 x11 inches, letter-size paper, and labels the first slide in the presentation with the number 1. If you wish to change any of these settings, open the **File** menu, choose the **Slide Setup** command, and make the appropriate changes to the dialog box settings.



EXERCISE

Task

Comments

Use the AutoContent Wizard


1. Create a new presentation using the AutoContent Wizard.
2. Create a title slide.
3. Create a training slide.
4. Go to the Slide view and maximize it.
5. View the presentation.
6. Close the presentation. Do not save.

Open MS PowerPoint (The New Presentation dialog box appears.) Click on **AutoContent Wizard**. Click **OK**, then **Next**.


In the 1st box, **type PowerPoint 4.0 for Windows**.

In the 2nd box, type your name, then click **Next**.

Click **Training**, then **Next**, then **Finish**. (Notice an outline of a training presentation appears.)

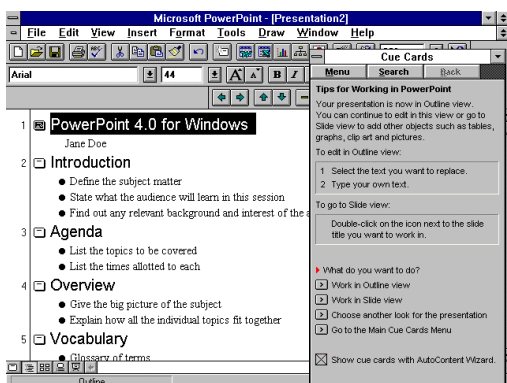
Double-click on the icon next to Training, or click on the **Slide view** button at the bottom of your screen. 

Click the **maximize** button.

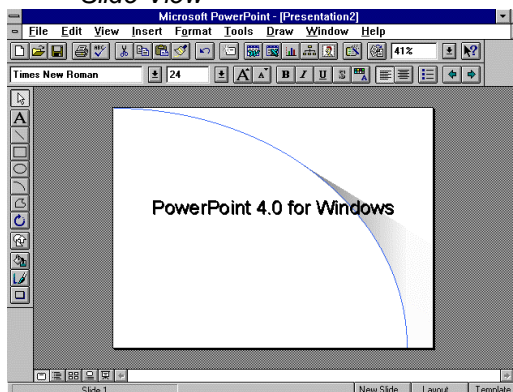
Click on the **Next Slide** button located at the bottom right of your slide. 


Click **File** on the menu bar, then **Close**.

Outline View



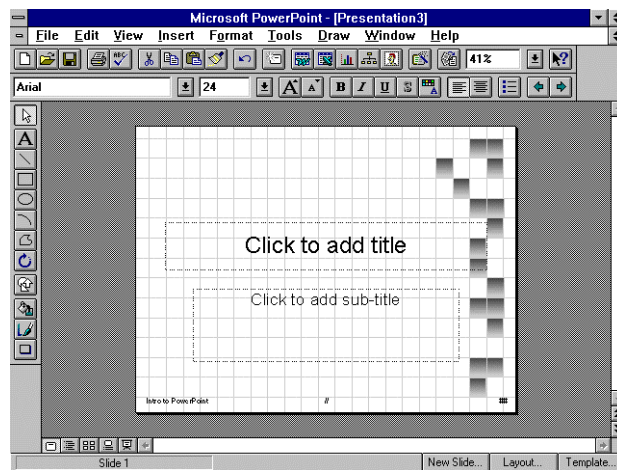
Slide View



Task	Comments
Use the Pick a Look Wizard	
7. Create a new presentation using the Pick a Look Wizard.	Click File New or click the New button.  Select Pick a Look Wizard , then OK . Click Next .
8. Create an on-screen presentation.	Select On-Screen Presentation , then click Next .
9. Select a design for the presentation.	Click on each design until you find one you like. Click the More button to see others. Click the Apply button, then Next .
10. Set up your presentation to print Full-page slides.	Remove the X's from the other boxes, then click Next .
11. Create text to be entered on slide.	Click the Name box and type Intro to PowerPoint .
12. Put the name, date, and page number on the speakers notes.	Place an X in each of the small boxes, then click Next , then Finish .
13. Close the presentation.	Click File Close .

Task

Comments



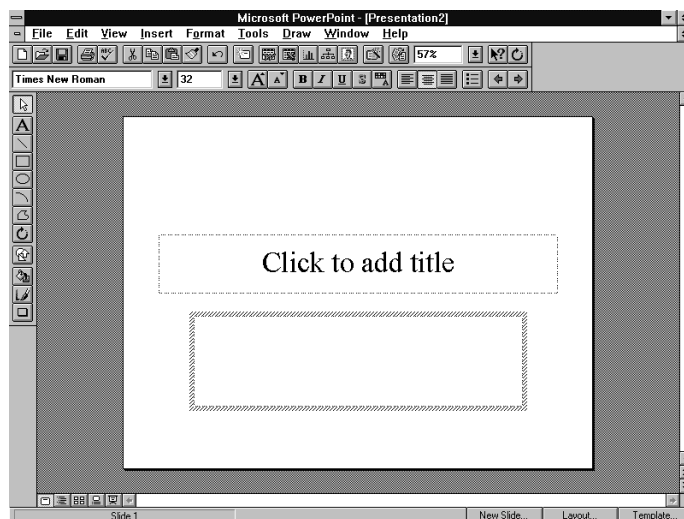
Use a Blank Presentation

14. Open a blank presentation.

Click **File New**.
Click **Blank Presentation**, then **OK**.

15. Create a title slide.

Click the 1st box, then **OK**.
Maximize the screen.



Repositioning an Object

In PowerPoint, everything on the slide; text, drawings, graphs, and clip art, is termed an "object" and may be moved, sized, and formatted. Objects can have both text and graphics attributes (font, style, color, shape, etc.) that can be modified using PowerPoint's tools and menus.

Text may be added to slides using either the *Slide* or *Outline view*. Other objects, such as graphs and charts, may be added to a slide only when the Slide view is used. Objects inserted using the *Notes view* only appear in that view or on printed Notes pages. The *Slide Sorter view* allows users to rearrange the order of the slides and add special effects to computerized presentations, but not manipulate the objects on individual slides.

In *Slide view*, the Title and Body place holders are marked by dotted lines. These place holders are empty objects that appear on new slides until text has been added to create the actual Title and Body objects.

When an object is selected, a Selection box with "resize handles" (i.e., dark squares in each corner) appears around the object. Once an object is selected, it may be modified. Selecting one object automatically de-selects other objects in the slide.

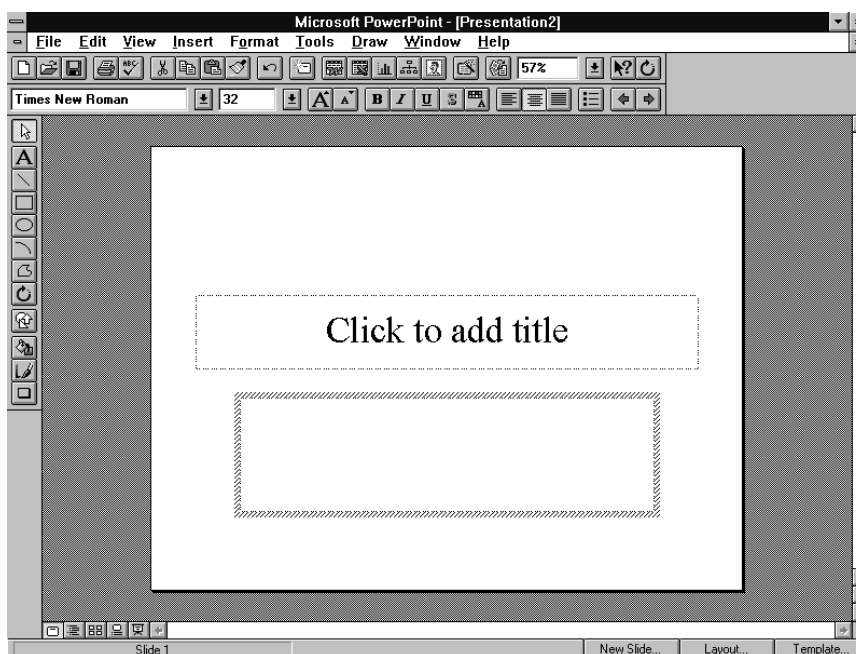


To reposition any object, place the mouse pointer inside the object, then hold down the left mouse button and move the mouse to "drag" the object to a new location on the slide. When you have finished moving the object, release the mouse button to paste the object in its new position.

To change the size of an object,* select the object, and drag one of the resize handles until the object reaches the desired size, then release the left mouse button. Notice that the corner opposite the one you drag stays in its original position. Holding down the SHIFT key while dragging a resize handle restricts the change in size to one direction at a time (horizontally or vertically), or resizes the object's dimensions proportionally, if the handle is dragged diagonally. Pressing the CTRL key while dragging a handle keeps the center of the object in place and moves the sides of the object relative to the center. If you hold down

the CTRL and SHIFT keys while dragging a resize handle, the edges of the object will be repositioned horizontally, vertically or proportionately (diagonally) while its center remains in place.

- * NOTE: Re-sizing an **object** does not change the size of the text inside it. However, re-sizing a **picture** will alter the size of the text it contains. Use the **Scale** command in the **Object** menu to change the size of the text in an object, as well as, the dimensions of the object.



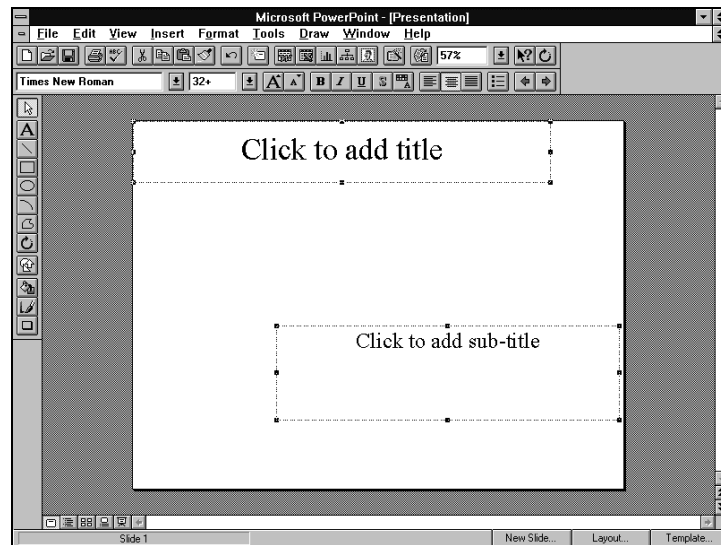
EXERCISE

Task	Comments
1. Select and deselect the Title place holder.	Move the mouse cursor inside the dotted Title frame, then click the left mouse button. Click anywhere outside the Title object frame to de-select it.

Task	Comments
2. Switch between selecting the Title and Body place holders.	Select the Body place holder, then click inside the Title place holder. (Notice how the selection frame moves from one place holder to the other.)
3. Move the Title object to the left.	Click on the Title place holder border and drag it diagonally so that its upper left corner touches the upper left corner of the slide window.
4. Move the Body object to the right.	While holding down the <Shift> key, drag the Body place holder so its right vertical border touches the right side of the slide window. (Notice that the frame can only be moved in a straight line horizontally or vertically, but cannot move diagonally.)
5. Move both objects at the same time.	Hold down the <Shift> key and click on the Title place holder. Both place holders are now selected. Now, when you drag either place holder, both move maintaining their relative positions. Click outside the place holders to deselect them.

Task

Comments

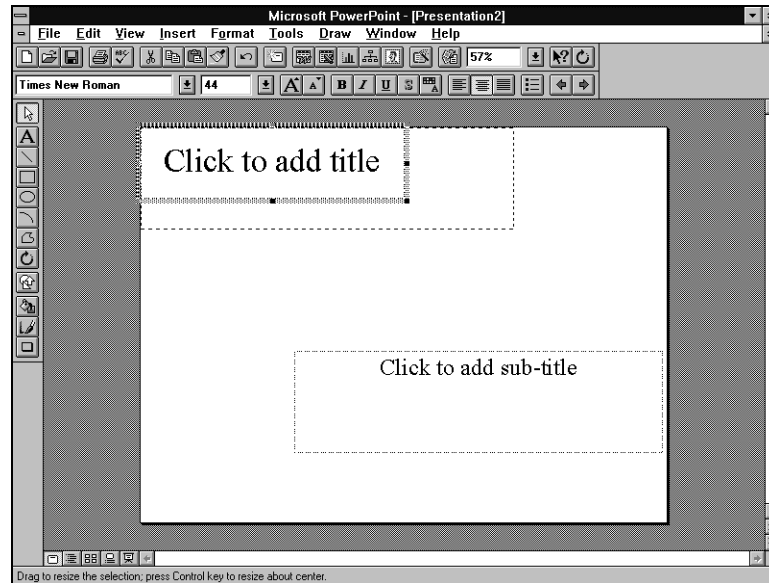


6. Select and resize the Title place holder.

Click on the Title place holder border, then drag the resize handle in the lower right corner inward so as to reduce the area reserved for the Title.

Hold down the **<Shift>** key and drag the same handle outward to enlarge the area reserved for the Title. Note that the frame can only be stretched horizontally, vertically, or proportionately (diagonally so that relative length of the sides remains the same).

Task	Comments
------	----------

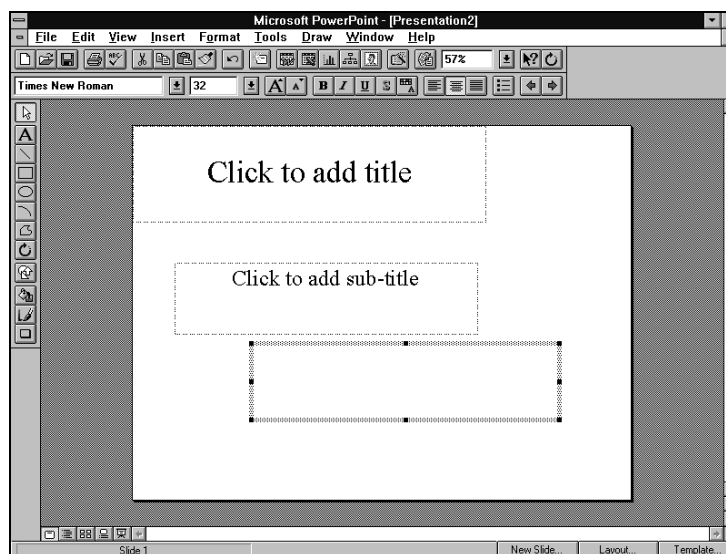


7. Select and resize the Body Object place holder.

Click on the Body place holder, then drag the Body to the middle of the slide. Hold down the **<Ctrl>** key and drag one of the handles to reduce the Body area while keeping the center of the place holder stationary.

Now, hold down both the **<Ctrl>** and **<Shift>** keys while dragging one of the Body handles so as to enlarge the area. Notice that the center of the place holder remains stationary and the area can only be resized vertically, horizontally or proportionately.

Task	Comments
8. Duplicate an object.	<p>Position the mouse selection pointer on the border of the Body placeholder. Then, hold down the <Ctrl> key, and drag the placeholder frame to a new location.</p> <p>A copy of the Body object will be displayed along with the original Body object.</p> <p>With the <Ctrl> key held, a '+' sign displays next to the pointer when the pointer is on the border of the box.</p>



Creating A Title Slide

Anytime a new slide is created, PowerPoint assumes you will want to enter a title first, so if you begin typing, the text will automatically be entered within the Title object. You do not need to press **<Enter>** at the end of the Title line, unless you want to add another line of text to the Title or wish to increase the size of the Title object.

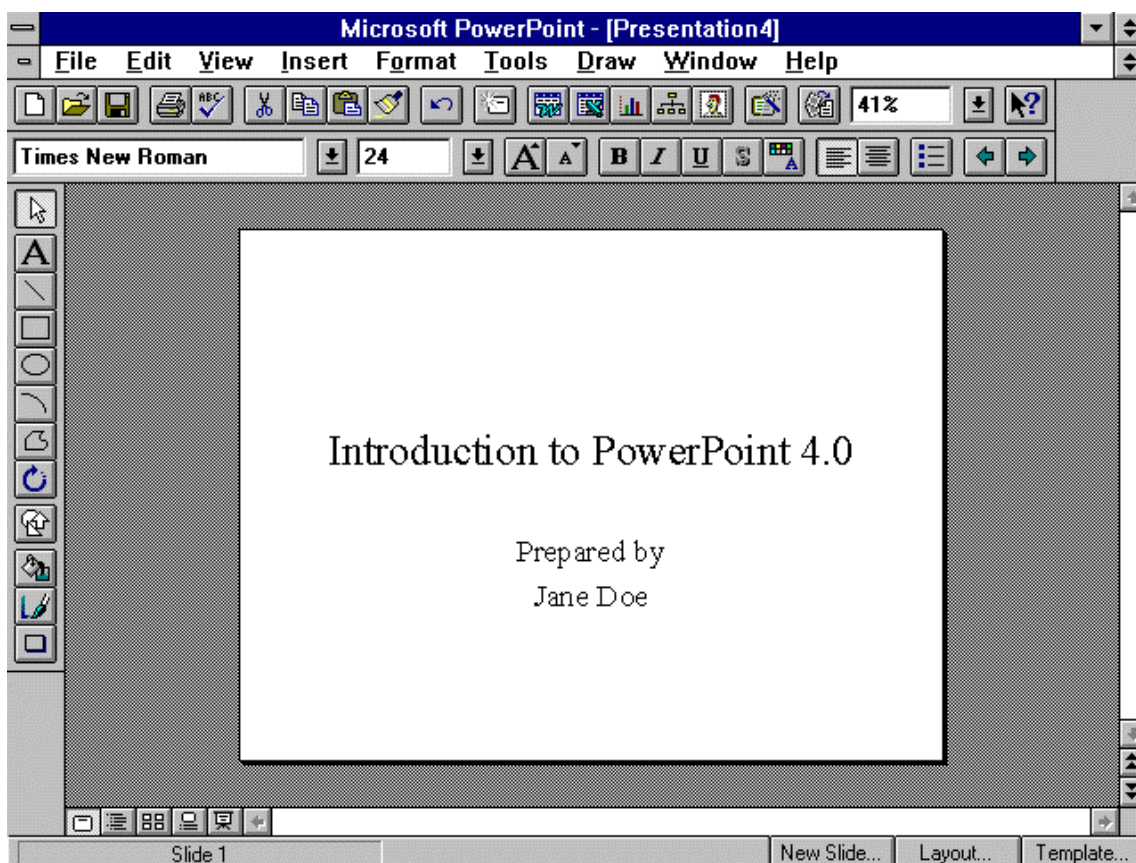
To enter text in an empty Body object, click anywhere inside the Body object place holder, then begin typing. Each time you press the **<Enter>** key, a new line will appear that has the same outline hierarchy level as the line immediately above.

To edit existing text inside of the Body object, click on the Text tool, then move the I-beam pointer inside the Body object, and click the mouse to paste down the insertion point, or drag the I-beam to highlight the text you wish to change. Then make the desired changes. When you are finished, click outside the Body object to paste the changes into the Body and return to the object edit mode.

The appearance of text entered in the Title and Body objects follows the format contained in the Slide Master. PowerPoint Masters will be discussed in more detail later in the manual.

EXERCISE

Task	Comments
1. Create a Title for the slide.	Select the Title box. Type the words, Intro to PowerPoint 4.0 . Press <Enter> to add a new line to the Title object, then press the <Backspace> key to remove it.
2. Enter text in the Body of the slide.	Select the Body object. Type the words, Prepared by , then press <Enter>. Type your name.
3. Edit the text you have entered.	Highlight the word, Intro , and type Introduction . Then click outside the object.








Formatting Text

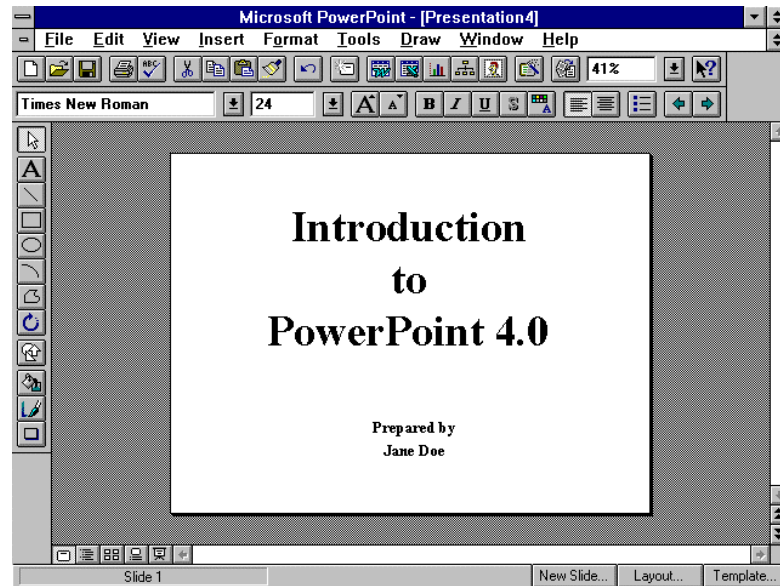
You can change text attributes in PowerPoint presentations as you would in Microsoft Word. First, select the text, then change the attributes of the text you wish to alter. In PowerPoint, selected text can be modified using the **Format** menu or the Toolbar text format buttons (bold, italic, etc.). All text in PowerPoint slides appear as part of an object. So, to edit existing text, you must first select the object that contains the text to be changed, then highlight the actual text and make the desired modifications.

Once the object is selected, there are two ways to select the text. To select a word or phrase, click on the Text tool button, then drag the Text pointer (the I-beam) across the text you wish to highlight. Or, if you want to alter an entire paragraph, position the Selection pointer anywhere in the paragraph you wish to change, and click the left mouse button to paste down the flashing insert cursor. Then move the Selection pointer to the left of the paragraph so that the Move pointer (two crossed lines with an arrowhead on all four ends) appears. With the move cursor next to the paragraph you wish to select, click the left mouse button. The entire paragraph will be selected.

EXERCISE

Task	Comments
1. Make the Title bold.	Select the title, then click on the Bold button. 
2. Make the title larger.	Click on the Increase Font Size button 3 times.  Click the Decrease Font Size button.  Click on the Font Size button.  Select 66 .
3. Make the subtitle smaller and bold.	Select the subtitle. Click on the Bold button. Click the Font Size button, & choose 24 .

Task	Comments
4. Move the subtitle down.	Highlight the body object and drag downward.
5. Use the Format menu to add an underline.	Highlight the word PowerPoint . Open the Format menu and select Font . In the Effects box choose Underline, OK .
6. Remove the underline using the Toolbar underline button.	Click on the Underline button in the Toolbar to remove the underline. 
7. Replace the underline using the Underline button.	Click on the Underline button.
8. Remove the Underline using the Undo command.	Click Edit on the menu bar, then Undo .
9. Format the title so that it looks like the one below.	Click your mouse pointer before the t in to and press < Enter >. Click your mouse before the P in PowerPoint and press < Enter >.
10. Format the title object to include the text, then center it on the slide.	Select the Title object. Click Format , then Text Anchor . Put an X in the Adjust Object Size to Fit Text box, then click OK . Drag the entire title until it looks like the one below.

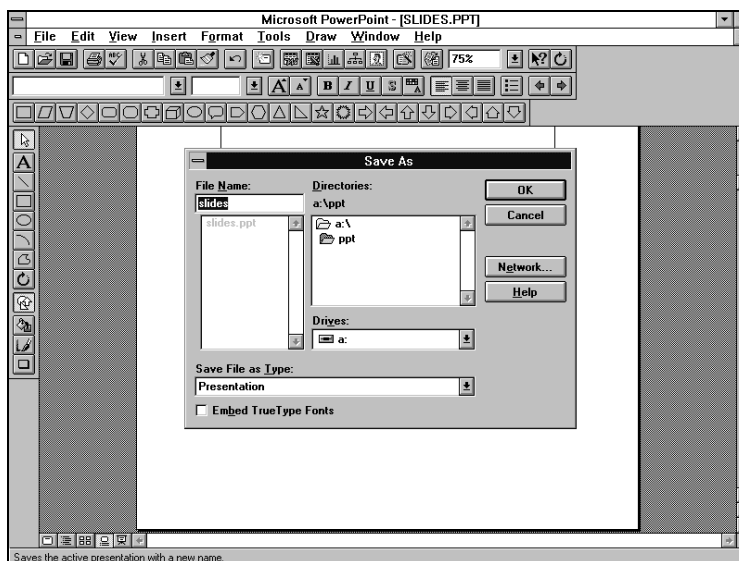


Saving a Presentation

PowerPoint uses the standard **Save** and **Save As** options for saving presentations. If you are working on a presentation that has not been saved before, selecting the **Save** command from the **File** menu invokes the **Save As** dialog box. If you have previously saved your presentation, the **Save** option will overwrite the existing file with the current version.


EXERCISE

Task	Comments
1. Open the Save As dialog box.	Click on the File menu and choose the Save As command.
2. Save your presentation.	Access the drive and directory you want to save your file to. Click in the File Name: text field, then type Myslides . Confirm that the Save File of Type: list box is set to Presentation , then select the OK button.



Creating a Bullet Slide

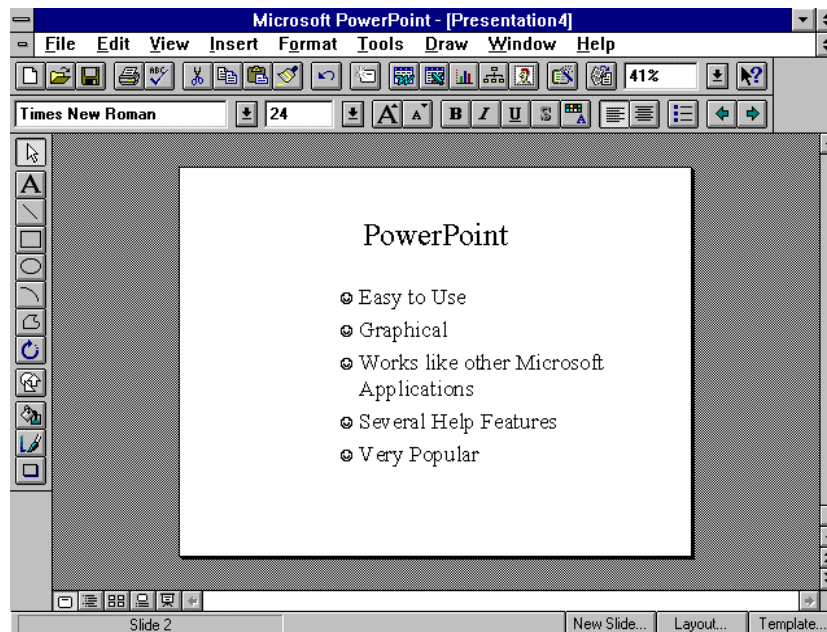
Bullets are used to emphasize the importance of information. They cause data to stand out from the rest of the document making a broad impact. Documents consisting of bullets make it easier for the reader to understand.

Adding a slide in Microsoft PowerPoint can be accomplished through the menu bar by clicking **Insert New Slide**, or by using the keystrokes **Ctrl+M**, or by clicking the **Insert New Slide** button  on the toolbar. Once the New Slide dialog box appears, you may select any type on slide, including one of several types of bullet slides.

EXERCISE

Task	Comments
1. Create a Bullet slide.	Click Insert on the menu bar. Select New Slide . Click on the second slide in the first row, then OK .
2. Type a title.	Click in the top object box and type PowerPoint .

Task	Comments
3. Give your slide some bullets.	Click in the large object box and type Easy to Use , press <Enter>, Graphical , press <Enter>, Works like other Microsoft Applications , <Enter>, Several Help Features , <Enter>, Very Popular .
4. Center align the bulleted text.	Select the bulleted text. Right click your mouse button and select Alignment , then Center .
5. Undo the center alignment.	Click Edit , then Undo .
6. Center the bulleted text keeping the bullets aligned to the left.	Select the Bullet object box. Drag the left center handle inwards.
7. Change the look of the bullets.	Highlight all of the bulleted text. Right click with your mouse button, then select Bullet . Click on the Bullets From box, and select any bullet from one of the listed topics. Click OK .



I
S
D
•
I
S
D
•
I
S
D

Formatting Paragraphs


Each line of bulleted text is called a paragraph. Each paragraph in the Body object has its own format. The paragraph formats contained in the slide Master are different for text entered at different levels in the outline hierarchy. Promoting or demoting a paragraph to a different level automatically changes its format to match that of the new level. Moving a paragraph up or down without changing its level, does not change the format of the paragraph.



To promote or demote a paragraph, highlight the paragraph you wish to change (or click anywhere on the paragraph so that the insert cursor appears in the paragraph), then click on the *promote* or *demote* button in the Toolbar. Or, once you have selected the paragraph, you may position the pointer on the paragraph's bullet point, so that the mouse pointer turns into a Move cursor. Then drag the mouse to the left or right. When you release the mouse button, the paragraph moves to a higher or lower outline level, respectively.

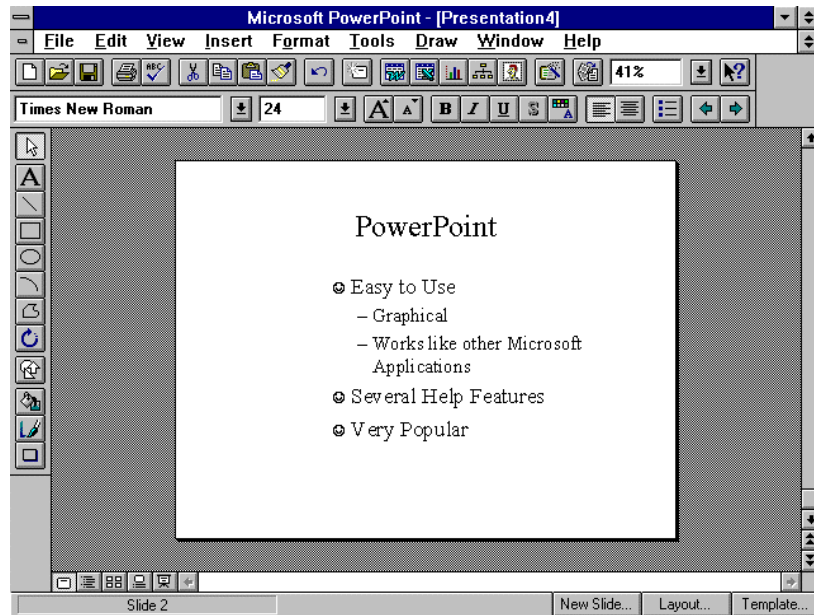
Each level in the outline hierarchy has its own set of indents that can be modified using the Ruler. These indents control the placement of a paragraph's bullet and the distance between the bullet and the text. To view the Ruler, select the Body object, then open the **View** menu and click on **Ruler** (Note: the Title has its own Ruler that can be viewed in a similar manner).

PowerPoint also allows you to adjust the vertical spacing between paragraph lines. Using the **Line Spacing** command in the **Format** menu, you can change the spacing for entire Body object or just selected paragraphs.

EXERCISE

Task	Comments
Change the hierarchy level of paragraphs 1. Demote a paragraph using the Toolbar <i>demote</i> button.	Select the Graphical paragraph, then press the demote button.  (Notice that the new text is indented and has a smaller font size than the text above. The bullet point that precedes the text is also different.)

Task	Comments
2. Demote a paragraph using the Move pointer.	Position the Selection pointer to the left of the paragraph that begins, Works like other... , so that it changes into a Move pointer. Now drag the Move pointer to the right. As you do, a vertical line appears to show you where the paragraph will be moved. Release the mouse button to demote the paragraph one level.
3. Promote or demote multiple paragraphs simultaneously.	Position the Move pointer to the left of the paragraph that begins, Graphical , and click the mouse button to select the paragraph. Hold down the <Shift> key and use the Move pointer to select the next paragraph, Works like other... Then click on the promote button.  Both paragraphs are promoted one level. Now click on the demote button  to return the paragraphs to the second level.
4. Deselect the paragraphs.	Click the mouse button outside of the object frame.

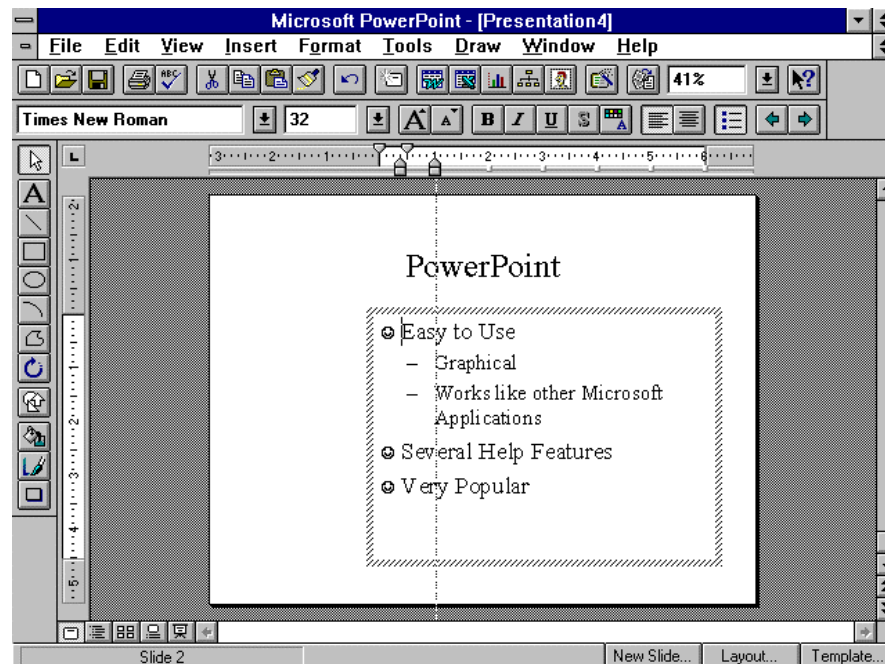


EXERCISE

Task	Comments
Change indents and line spacing	
1. Display the ruler.	Click on the View menu, select Ruler .
2. Move the second level text to the right and increase the distance between the bullet and the text.	Click on any bullet line to display the indent markers. Drag the lower triangle of the right-most indent marker to the 1½" position.
3. Move the bullet to the right and decrease the distance between the bullet and the text.	Drag the upper triangle of the right-most indent marker to the 1" marking.
4. Move the second level indent without changing the distance between the bullet and the text..	Point to the box below the right-most lower triangle. Then drag the box to the left, so that the upper triangle aligns with the ½" marking on the Ruler then release the mouse.

Task

Comments



5. Hide the Ruler.

Open the **View** menu and turn off the **Ruler** command. Check mark indicates the display ruler is on.

6. Adjust the paragraph line spacing.

Select the two second-level paragraphs by clicking on the bullet then holding down the **<Shift>** key and selecting the second paragraph. Click **Format** on the menu bar, then select **Line Spacing**. Drag the dialog box down so that the text **Body** is visible. Click on the up arrow below the **Before paragraph** box to increase the spacing above each paragraph from 0.20 to 0.50. (Notice that this change increases the space between the two selected paragraphs and the paragraph above.) Click **OK** to save the change.

Using Outline View

When you use the **Outline view**, the text that you type on the first slide appears in outline form at the top of the window. The slide icon in the left-hand column indicates the beginning of each new slide. Slides that contain text only have a single horizontal line across the top of the slide icon. Slides that contain graphics (clip art, charts, drawings, etc.) have geometric shapes on their slide icon.


The slide sequence number appears to the left of the slide icon. The text to the right of the icon is the title of the slide. The text immediately below the title, but above the next slide icon is the *Body object* for that slide.


If you are having trouble seeing the text, click on the **view scale** button with the plus sign on it to zoom in. Clicking on the *view scale* button with the minus sign zooms out.

Once you have entered more than one paragraph at the same outline level, you can rearrange the order of the paragraphs. This revision can be performed either by using the Move pointer to drag selected paragraphs to a new position, or by selecting the paragraph then clicking the **move up** or **move down** button.

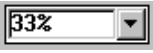



The *Title* and *Body object* text is normally displayed using the style attributes contained in the *Slide Master*. If you wish to view the slide text without the style attributes, you may click on the **Show Formatting** button.



EXERCISE

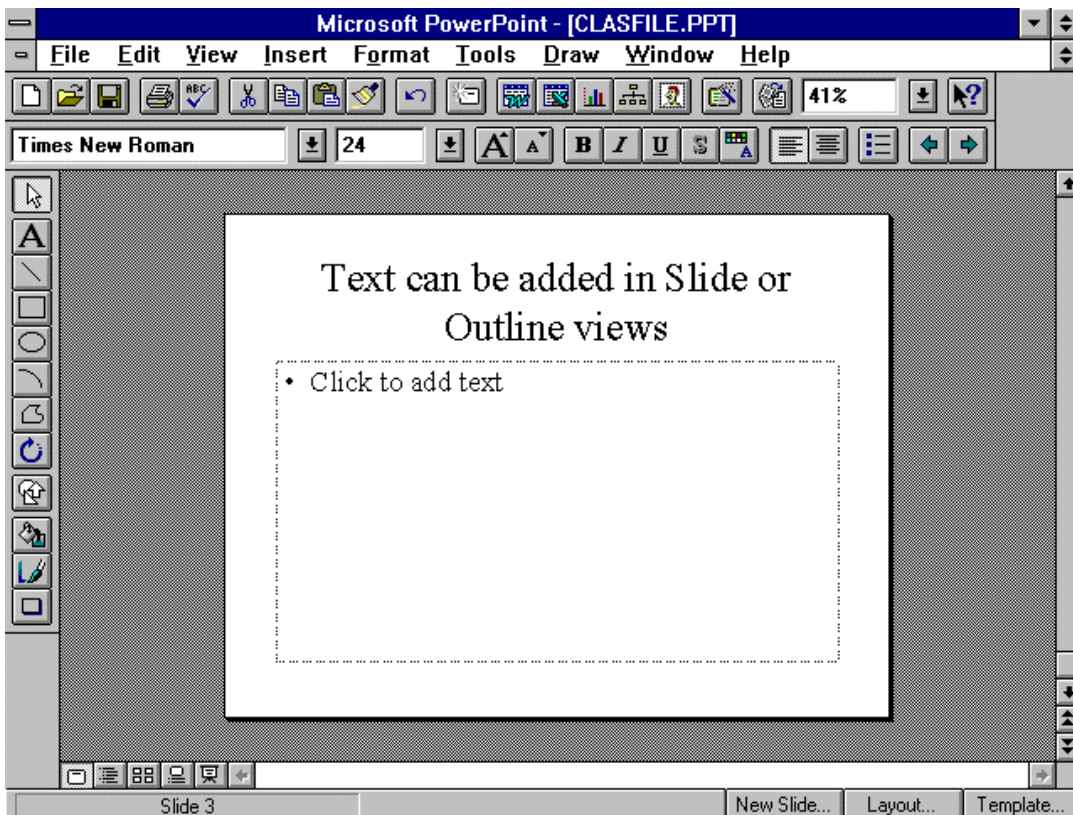
Task	Comments
Change the order of paragraphs 1. Switch to the Outline view.	Click on the Outline View button located in the lower left corner. 

Task	Comments
2. Use the Outline Tool bar buttons to rearrange the order of your paragraphs.	Select the paragraph that begins, Works like other... , then click on the move up button.  (The selected paragraph moves up above the preceding paragraph, but retains its outline level and format.)

EXERCISE

Task	Comments
Add a paragraph, change its hierarchy level, and create a new slide	
1. Enlarge the display size.	Click on the zoom control button and select 50% . 
2. Decrease the display size.	Click the Zoom Control button and select 33% .
3. Enter a new paragraph.	Position the flashing insertion point to the right of the word Popular, then <Enter>. Type Text can be added in Slide or Outline views.
4. Demote the paragraph.	Now click on the Demote button. 
4. Create a new slide using the <i>promote</i> button.	Click on the Promote button twice. 
5. Switch to Draft Text mode	Click on the Show Formatting button.  (Notice that all the slide text is now displayed with the same font and size, and without style attributes.) Click on the Show Formatting button again to return to the previous viewing mode.

Task	Comments
6. Display only the slide titles.	Click the Show Titles button.  (Only the slide titles will be displayed.)
7. Display all slide text.	Click on the Show All button. 
8. Return to the Slide View.	Click on the Slide View button.



Drawing Objects

The *Drawing Tool bar* can be used to add text, lines, rectangles and other shapes to your slides. By default, the *Selection tool* is chosen whenever you open PowerPoint, and is automatically selected whenever you finish using one of the other tools. To use any of the tools on the *Drawing Tool bar*, click on the

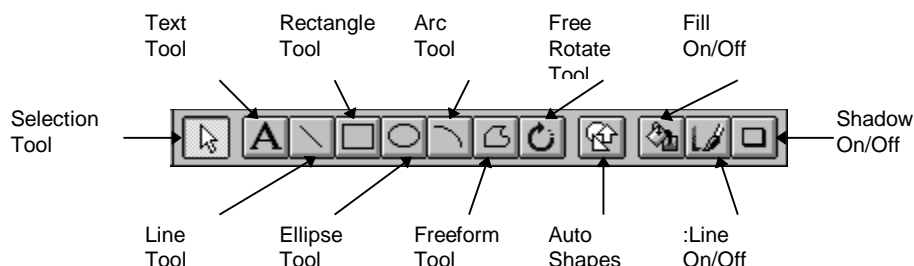
Tool button you wish to use, then move the mouse within the slide window and click and drag to draw the desired object. Click anywhere outside the object to paste it in place.

Text may be added to objects as you create them. For instance, if you draw a rectangular shape, and begin typing immediately after you finish dragging the draw pointer to size the rectangle, but before you deselect the object, the text will be centered in the rectangle and become part of the object when you deselect it. (NOTE: This applies to frames or shapes, but not to lines or arcs.)

To create a *text object* outside of the *Body object*, click on the *Text tool*, then move the I-beam pointer to the appropriate location in the presentation window and click the mouse to paste down the text insert cursor. Then type the new text. When you are finished, deselect the object to paste it in place by moving the pointer away from the text just entered and clicking the mouse button.

To add text to an existing closed shape (e.g., a rectangle, circle, etc.), select the shape so that the selection box appears around the object and type the text you wish to add. Then click anywhere outside the object to paste the text onto the shape. You may not add text to a line, an arc, or a freeform object. But you can add a text object separately, then group it with the linear object.

Drawing Toolbar



EXERCISE



Task

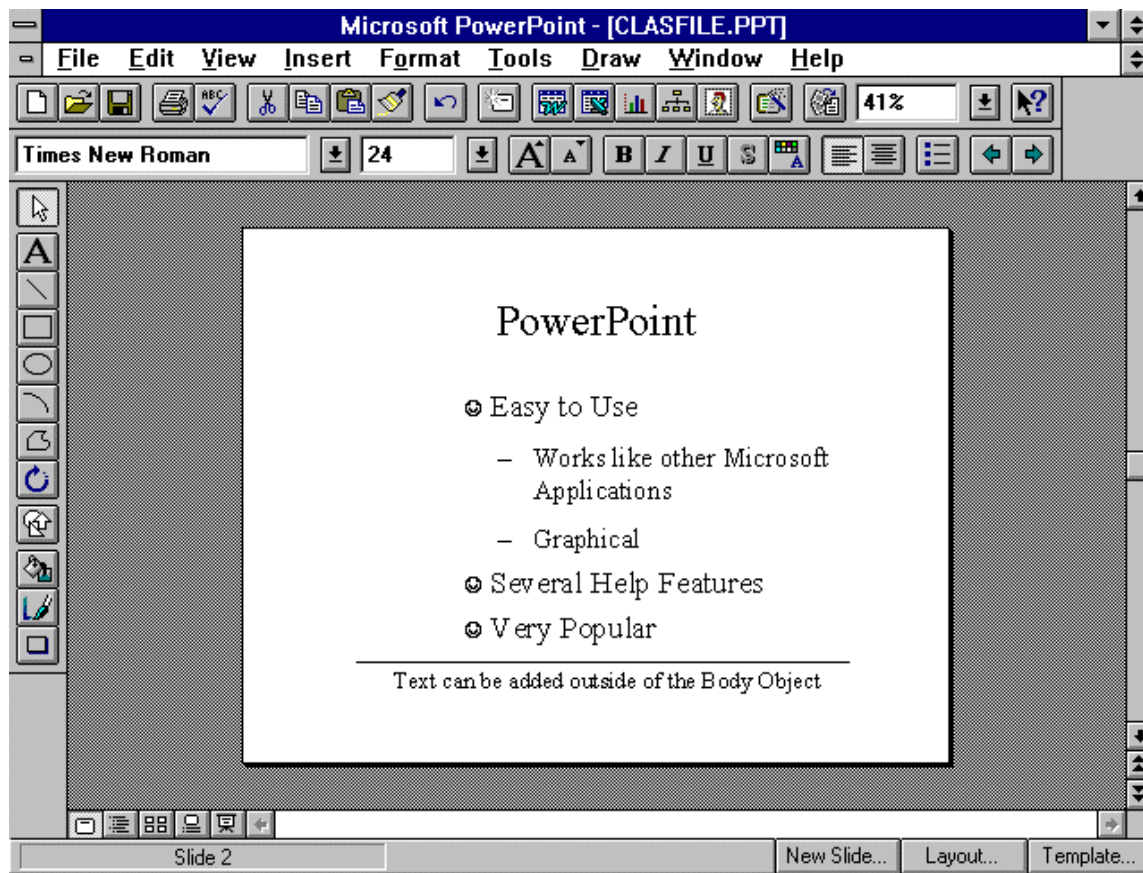
Comments

Add line and text objects to your slide

1. Display the second slide in your presentation.

Click the **Previous Slide** button.

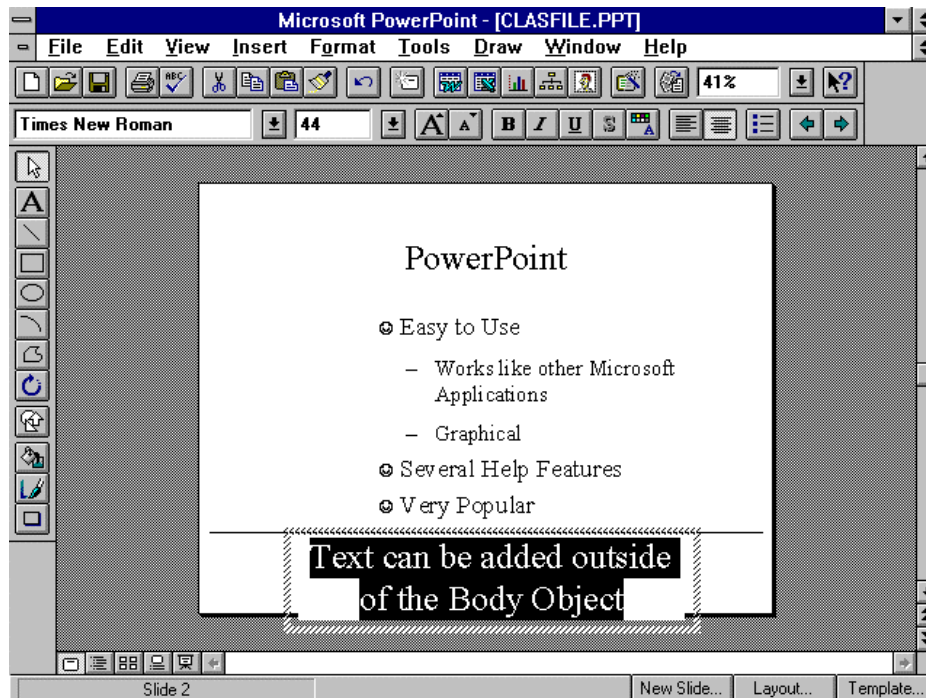
Task	Comments
2. Draw a horizontal line below the last line of text.	Click on the Line Tool button  , then position the cross-hair pointer underneath the last line of text. Hold down the <Shift> key, and drag the mouse to the right. A horizontal line will appear. When the line reaches the right side of the Body, release the left mouse button.
3. Create a text object.	Click on the Text Tool button  . Position the pointer below the line just drawn, then click the left mouse button to paste down the insert cursor. Type the text, Text can be added outside of the Body Object , then move the pointer away from the text and click the mouse button to paste down the text.
4. Align the text object.	Click on the new text, so that the selection box appears around it and extend the right handle to the end of the new line. Now open the Format menu and select Alignment . Then click on Center . The text is now centered along the line.
5. Group the line and the text.	Hold down the SHIFT key and click on the line. Open the Draw menu and select Group . This allows you to move both objects at the same time.



EXERCISE



Task	Comments
Edit line & text objects, then apply a style to an object	
1. Resize the line/text object.	Hold down the CTRL key and drag one of the resize handles outward. (Both sides of the box move.)
2. Ungroup the line/text object.	Open the Draw menu and select the Ungroup command.


Task	Comments
3. Pick up the Title object text style.	Click on the Title object so that a selection frame appears around it. Then, click on the Format Painter button on the Standard Toolbar.
4. Apply the Title object style to the text object at the bottom of the slide.	Click and drag, selecting the separate text object at the bottom of the slide. The font format of the Title object will be copied to the text object at the bottom of the slide.
5. Undo the new format.	Select Edit, Undo .

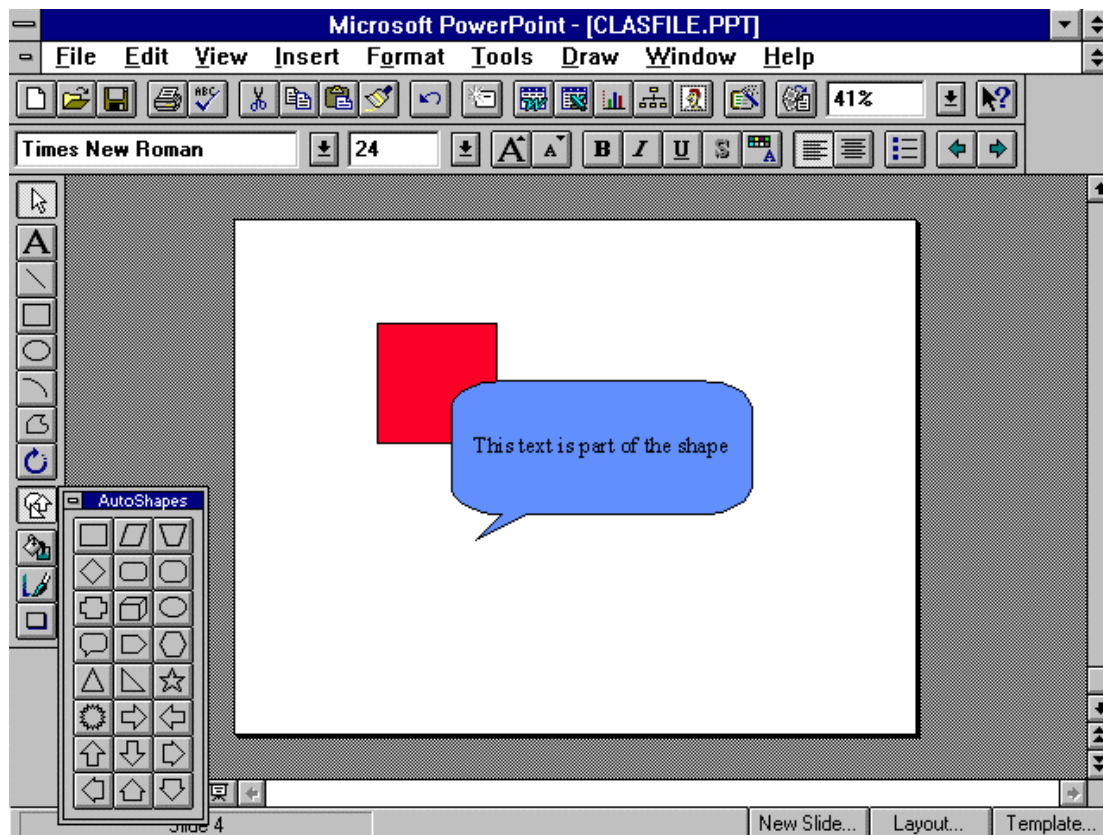


EXERCISE

Task	Comments
Add Shapes to your slide	

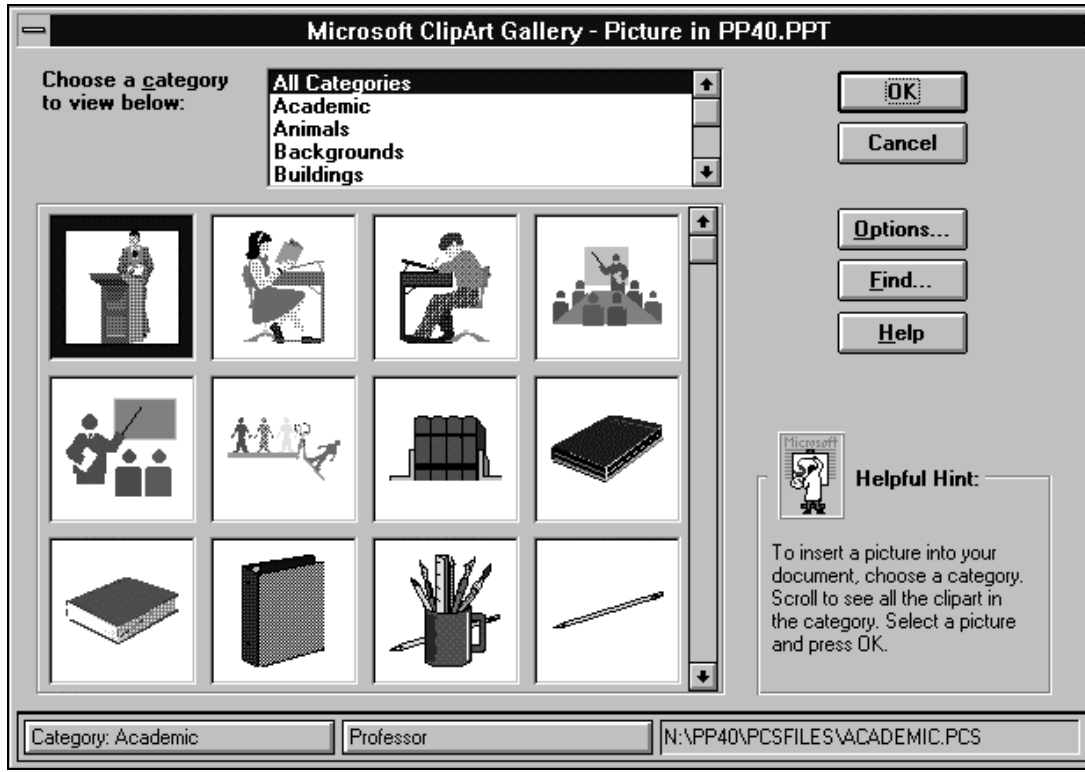
Task	Comments
1. Create slide number 4.	Ensure you are at the third slide. Click on the Insert New Slide button. 
2. Select the Title Slide.	Click on the 1st slide, then click OK .
3. Delete the Title and Body Objects.	Double-click on Title Object frame then hit the < Delete > key. Do the same for the Body Object.
4. Delete slide #4.	Click Edit on the menu bar. Select Delete Slide .
5. Create a blank slide #4.	Click the New Slide button.  Scroll down the window and select the last box, then click OK .
6. Add a shape.	Click on the AutoShapes button to display the AutoShapes Toolbar. Click on the shape you wish to create. Position the pointer on the slide, click and drag the mouse diagonally until the shape reaches the desired size. Then release the left mouse button.

Task	Comments
7. Add text to the shape.	<p>Type This text is part of the shape, then click the mouse anywhere outside the shape to paste it in place.</p> <p>Click on the shape so that its selection frame appears. Then, resize the shape so that the text is enclosed in the shape, then drag it to a new location. (Note that the text moves with the shape, but does not change size.)</p>
8. Create a square and give it a different color fill.	<p>Click on the Rectangle Tool button , then hold down the <Shift> key and drag the mouse diagonally on the slide. Release the left mouse button to create the square. With the square still selected, open the Format menu, select Colors and Lines and choose Fill. Click on a color or select Other Color option.</p>
9. Position the square behind the shape.	<p>Drag the square on top of the other shape, then open the Draw menu and choose Send to Back.</p>



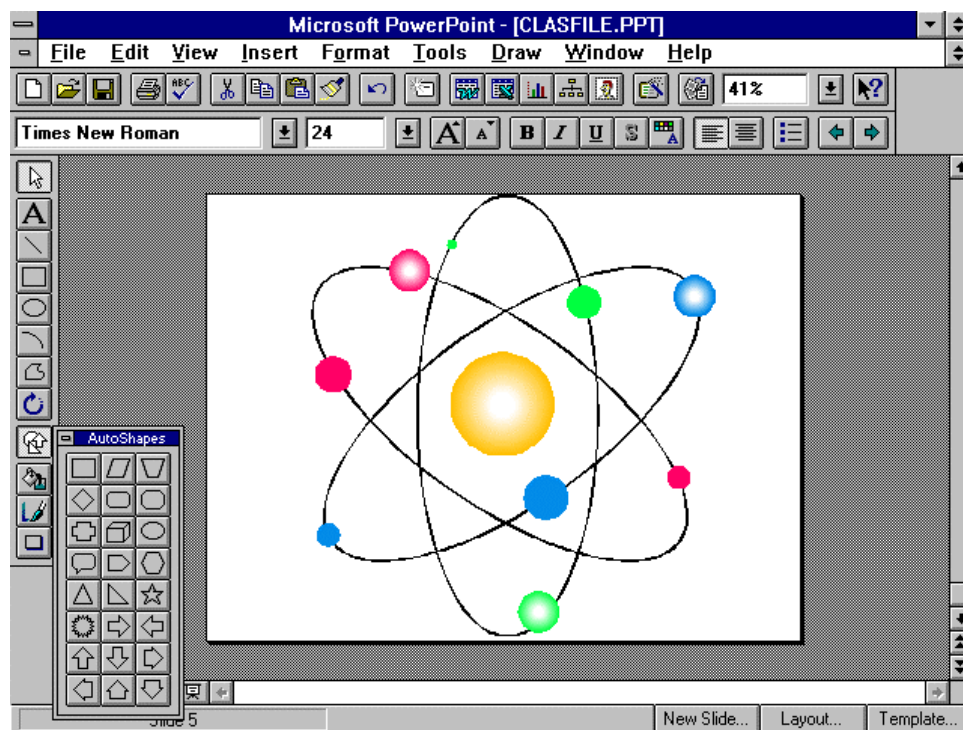
Adding Clip Art

PowerPoint includes a large library of ClipArt images that can be added to your slides. To view the list of clip art images available in PowerPoint, open the **Insert** menu and select **Clip Art**. A dialog box will appear that contains categories of images. Click once on one of the file names listed in the category list, images appear in the window below for that filename. When you find the image you want to import into your presentation. Click on the picture so that the selection box appears around it. Then click on the OK button. The ClipArt image will appear on your slide with a selection box around it so that you may change its size and position to fit your needs.



EXERCISE

Task	Comments
1. Create a new slide.	Click on the Insert New Slide button.
2. Choose the blank slide.	Select the last slide, then click OK .
3. Open the ClipArt dialog box.	Click on the Insert menu, then Clip Art .
4. Select the ClipArt image.	Scroll through image list and click on any image, then click OK .
5. Resize ClipArt image to fit Slide.	Use the frame handles to resize frame.



Adding Graphs

PowerPoint allows you to create or insert graphs and charts for your presentations through Microsoft Graph. To create a graph, click on the **Insert Graph** tool button on the Standard toolbar. From the MS Graph window, you can enter the appropriate data into the Datasheet and see the results displayed on the default graph. You may then choose the type of graph or chart you wish to use to display the data, then update your slide to include the newly created chart or graph. Alternatively, you may create the graph or chart in another application, such as Excel, then use the Clipboard to **Copy** and **Paste** it into your slide.

EXERCISE



Task

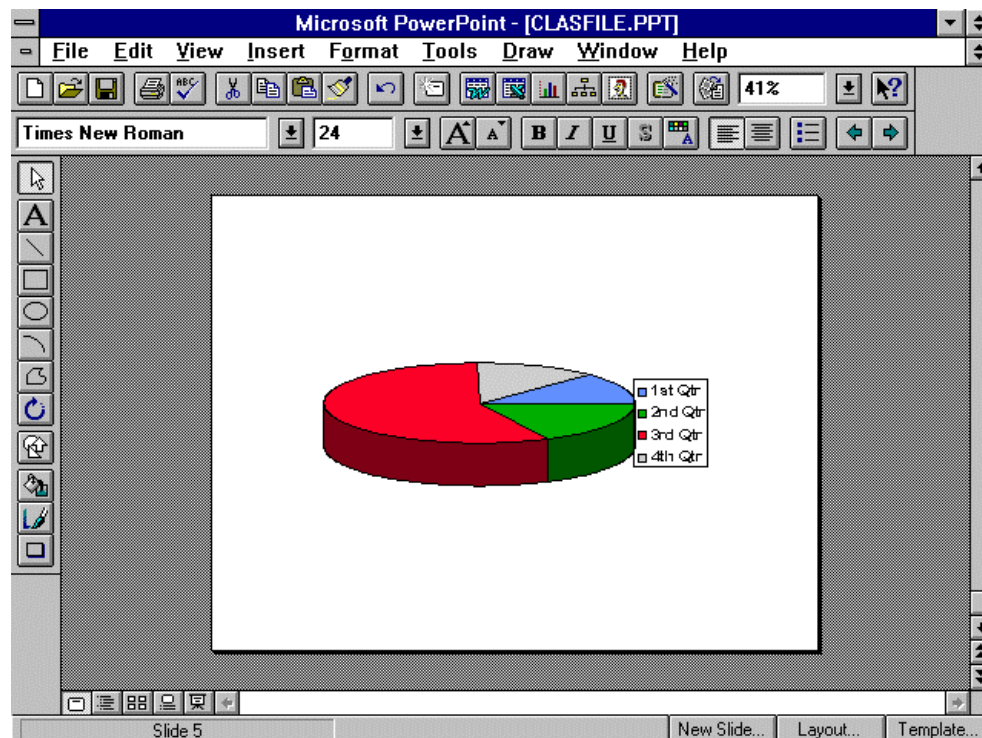
Comments

Add line and text objects to your slide

1. Create a blank slide.

Click on the **New Slide** button. Choose the last slide, then click **OK**.

Task	Comments
2. Create new Graph.	Click on the Insert Graph button  , and the Graph tool window containing a sample graph and the corresponding Datasheet will appear.
3. Edit the Datasheet.	Drag the Datasheet up or down to uncover the graph. Click on the 1st Quarter - North data cell. Change the value of the cell from 45.9 to 75 and press the <Enter> key. (Notice the change is immediately applied to the graph.)
4. Make this graph a 3D pie.	Click the Chart Type button  , choose 3D Pie Chart (5th chart in the 2nd row). Then close the spreadsheet window.
5. Close the spreadsheet window.	Click the control-menu on the spreadsheet.




Using Samples

Samples is a directory containing sample flow charts, calendars, timelines and tables. It provides you with a quick and easy way to add special types of diagrams to their slides. To access these diagrams, use the **File Open** command, then select the **Sample** directory. You will be presented with a list of presentation files that contain slides of the various diagram types. To see a sample diagram from any of files, click once on the file name for that diagram category. The first diagram slide in that presentation will appear in the preview window in the lower right hand corner.

To use a diagram from one of the presentations, click on OK with the filename highlighted. The presentation will open in Outline view, and display a list of available slides. If you have not used Sample diagrams before, click on the number to the left of the Instruction slide. The screen will then change to Slide view and will present a slide containing directions for using these diagrams. After you have read the instructions, use the Previous/Next Slide button to page through the slides one at a time until you find the diagram that fits your needs. When you find the right slide, use the **Select All** option from the **Edit** menu then the **Copy** command. Close the Sample window and paste the diagram onto the slide in your presentation.

EXERCISE

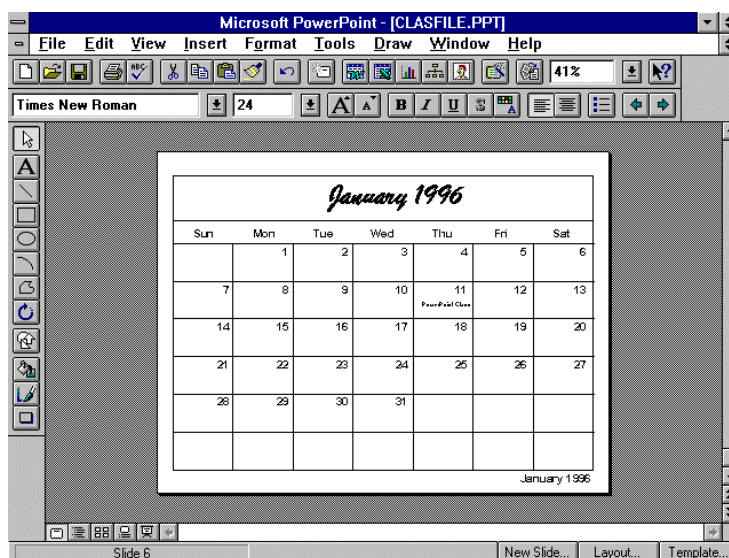
Task	Comments
1. Open the Samples directory.	Click on the File menu and select the Open command. Locate and double-click on the Samples folder.
2. Select a Sample file.	Click once on the calendar.ppt file. (A sample chart will appear in the lower right-hand corner.) Click OK .
3. Display the Instructions slide.	Double-click on the number 1 to the left of the instructions slide title. The screen will now display directions for using these calendars.
4. View the calendar slides.	Click on the Next Slide button to page through the diagram slides until you reach the current month.
5. Copy the calendar to your slide.	Click Edit on the menu bar, click Select All . Click Edit Copy . Click File Close to close the calendar.ppt file.
6. Change the font of the month.	On your blank slide, click Edit Paste . Click Draw on the menu bar, click Ungroup . Click OK to convert picture to PowerPoint objects. Highlight the month and year. Change the font to Brush Script MT . Change the size to 48 .
7. Add an event for today.	Click the Text Tool button.  Position it over today's date and click. Type PowerPoint Class . Highlight PowerPoint Class and select Arial 10pt .

Task

Comments

8. Make the entire calendar smaller.

Click once on the lines within the calendar.
Hold down the shift key and click on a line around the month, text, and the date in the lower right corner.
Click **Draw** on the menu bar, then **Group**.
Resize the calendar and drag it into the middle of the slide.



Using Slide Masters and Templates

Slide Masters contain the default format for each view. All four *View* buttons act as toggle switches that let you alternate between the current view and its Slide Master. You may also use the commands in the **View** menu to switch between the different views and their corresponding Slide Masters. Pressing the SHIFT and *Slide Sorter* button switches the display between the Slide Sorter and Handout Master views.

The Slide view default **Slide Master** contains built-in format attributes that it uses to automatically set the size, style, and position of the text that appear in the slide Title and Body. The default settings for Body text are arranged in outline form, varying the font size and style according to the outline hierarchy level so that paragraphs at higher levels have a larger font size and/or a different bullet style than those that appear at the lower levels.

The **Notes Master** also has a default hierarchy for text entered in the Body object of the Notes pages. However, it only varies the indent of paragraphs entered at different levels, and not the font size or style. The Notes Master also contains the default size and position of the reduced image of your slide and the Notes Body object.

The **Handout Master** lets you see the position of the slides as they will appear on your handouts when you print two, three, or six slides per page. If you choose the three slide per page option when you print, the slides will appear in a column along the left margin.

The **Outline Master** shows the area in which an outline of your presentation will appear when printed.

A **template** is a presentation with a specially designed master and color scheme that can be applied to your presentations to give them a professional appearance. Included in PowerPoint are over 150 templates that you may use to enhance your presentation.

Once a template is applied to a presentation, every slide in the presentation conforms to the template's master and color scheme. If you want to vary the style or color scheme of a particular slide, you may make changes to the individual objects of that slide. Later, if you decide you want the slide to conform to the template used for the other slides in your presentation, you may use the **Reapply** command in the **Format - Slide Layout** menu.

To view the custom templates available in PowerPoint, open the **Format** menu and select the **Presentation Template** command. Click once on the type of template (bwovrhd, clrovd and sldshow) folder you want to open and then click on the file name of the template file you wish to preview, and a sample of that template will appear in the right corner of the dialog box. To apply the template to your presentation, double-click on the file name, or select the file name then click on the **OK** control button. All the slides in your presentation will now use the template's color scheme and style attributes.

EXERCISE

Task	Comments
<p>Apply a template to your presentation</p> <ol style="list-style-type: none"> 1. Open the Presentation Template dialog box. 	<p>Click on the Format menu, then select the Presentation Template command.</p>

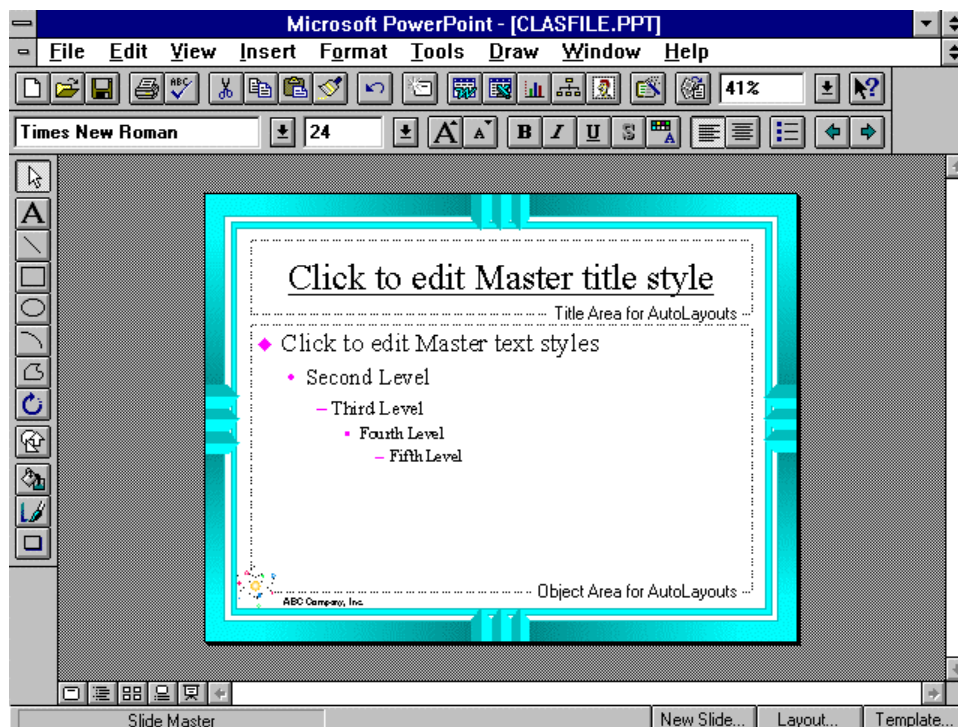
Task	Comments
2. Choose the Template you wish to apply to your slide.	Open the clrovrrhd folder, then click on a Template file name in the list box. Notice that a sample of the template appears in the lower right corner of the dialog box. View some of the other Templates. When you find a template you would like to use, click on Apply . The Template will be applied to all slides in your presentation.



EXERCISE

Task	Comments
Edit the Slide Master 1. Display the Slide view Master.	Click on the Slide View button while holding down the <Shift> key to see the Slide Master. Note the hierarchy of text attributes.

Task	Comments
2. Change the Slide Master title.	Highlight the Slide Title, then click the Underline button.
3. Add the NSF logo to the Slide Master.	Open the Insert menu and select Clip Art . Select a picture, then click OK . Use the resize handles to move the logo into the lower left corner of the Slide Master.
4. Add a company name.	Click on the Text Tool button. Position it to the right of your logo and click. Type ABC Company, Inc. Highlight the company name and select 12 for the Font size.
5. Return to the Slide view.	Click on the Slide View button. The logo will appear on each slide, and the titles on all the slides will now be underlined.



EXERCISE

Task	Comments
Change the color scheme of a slide 1. Open the Color Scheme dialog box.	Select the object, Open the Format menu, and choose Slide Color Scheme .
2. Choose a color scheme for the slide.	Double-click on the Change scheme color - background box, select a color, then OK . Double-click on the Text & Lines box, select a color, then OK . Click Apply . The new color scheme will be applied to the current slide, only. Note: <i>Apply All</i> changes all slides.
3. Reapply the Slide Master color scheme.	Click Format , then Slide Color Scheme . Click on the Follow Master button. Note: preview box changes back to the Master Slide setting and the Follow Master box is grayed out.

LESSON 3 ORGANIZING PRESENTATIO NS

I
S
D
•
I
S
D
•
I
S
D

I
S
D
•
I
S
D
•
I
S
D

LESSON 3: ORGANIZING PRESENTATIONS

This lesson will focus on organizing your presentation. PowerPoint allows you to view approximately 90 slides at a time on one screen, and then rearrange them into a desired order. You will also be able to create handouts for those in attendance at your presentation.

LESSON 3: OBJECTIVES

At the end of this lesson you will be able to...

- ◆ Rearrange Slides
- ◆ Insert New Slides
- ◆ Create Notes Pages
- ◆ Print a Presentation


Rearranging Slides

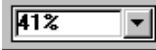
Once you have finished creating the slides for your presentation, you may want to use the Slide Sorter view to rearrange the order in which the slides will be presented. To do so, click on the **Slide Sorter** button. PowerPoint will display all of the slides in the presentation. A number corresponding to the position in the presentation a slide occupies appears just below the lower right-hand corner of each slide. If you want to enlarge the slides, click on the *zoom control* button and select a different percentage number. PowerPoint will zoom or out displaying more or fewer slides at the same time, or you can use the scroll bar to display other slides.

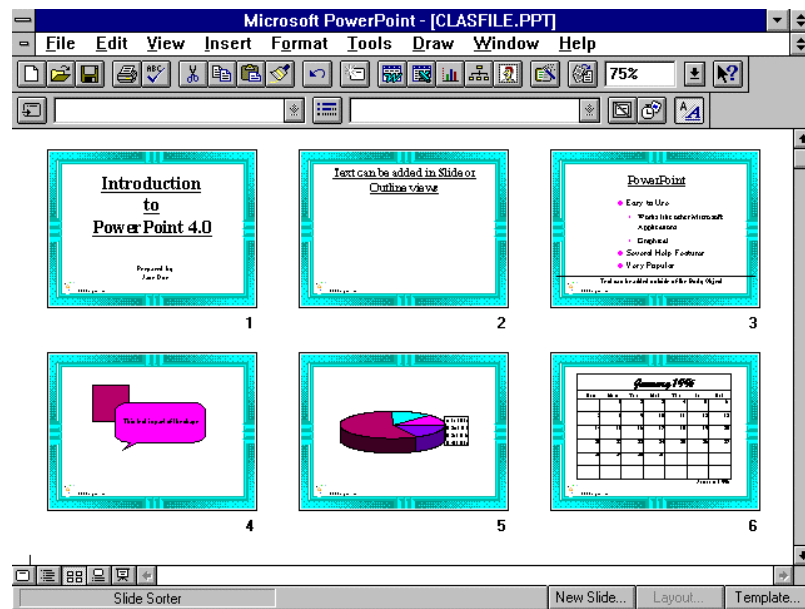
To move a slide to a new position in your presentation, point to the slide you wish to move and drag it to its new location. When you hold down the mouse button and start to move the mouse, you'll notice that the Selection pointer changes to a miniature slide icon with a downward pointing arrow beneath it. Drag this slide pointer on top of the slide that occupies the position where you want to move this slide, then release the mouse button. The slide you want to move will jump to the new location, and the slide that previously occupied that position, as well as the rest of the slides in your presentation, will be shifted over one position to the right.

If you decide that you need to add a new slide to your presentation while in Slide Sorter view, move the mouse pointer so that it points to the space between the two slides where you wish to insert the new one, click the mouse button once to paste down the Insert cursor, then click on the *Insert New Slide* button or open the **Insert** menu and choose **New Slide**. A new, blank slide will then appear in the space to the right of the Insert cursor. The slide that previously occupied the new slide's position, as well as the rest of the slides, will be moved over to make room for the new one.

EXERCISE

Task	Comments
1. Change to Slide Sorter view.	Click on the Slide Sorter View button. 

Task	Comments
2. Change the view scale.	Click on the zoom control button  and change the percentage to 100 . The screen zooms in or out displaying more or fewer slides. Now select the zoom control button and change the percentage to 75 .
3. Change the order of the slides in your presentation.	Point to the second slide in your presentation, then hold down the mouse button and drag the mouse so that the rearrange pointer rests in the white space just to the right of the third slide in the presentation. Then release the mouse button. The third slide will move to the second position
4. Insert a new slide.	Move the Selection pointer so that it is positioned between the first and second slides, then click the mouse button so that the Insertion cursor appears in the space between the two slides. Click the Insert New Slide button.
5. Delete the new slide.	Click on the new slide so that a Selection box appears around it. Then open the Edit menu and choose Delete Slide . Or, once the slide is selected, you may simply press the < Delete > or < Backspace > key on the keyboard.



Creating Notes Pages


PowerPoint lets you create a set of Notes Pages that a lecturer can use when making an oral presentation. Each Notes Page corresponds to a slide in the presentation, and contains a reduced version of the slide to which it corresponds, as well as a Notes Body in which you can enter additional information to be presented with the slide.

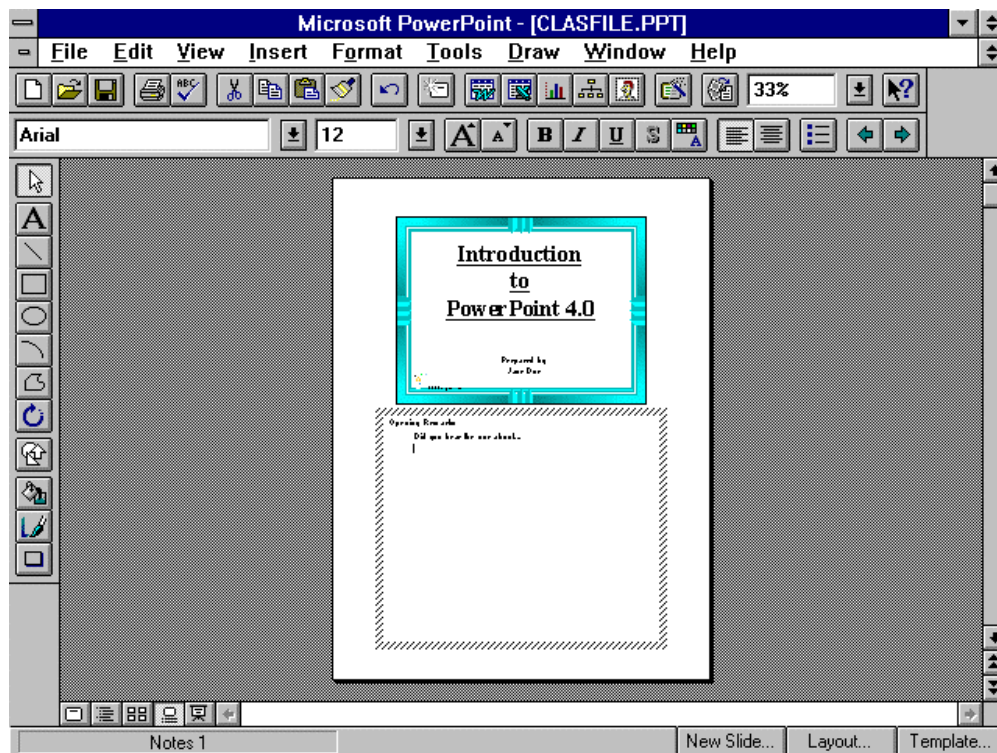
The Notes Body has a default text format controlled by the Notes Master. Lines of text that end with a hard return are treated as paragraphs, and may be promoted/demoted or moved up/down just you would in Slide view. Unlike the Slide Master, the Notes Master does not vary the size or style of the text according to its outline hierarchy level, nor does it insert bullets in front of the text. It merely changes the paragraph indentation.

To create Notes Pages, either display the slide to which you wish to attach notes then select Notes view, or choose **Notes view**. When you have displayed the slide under Notes view, select the Notes Body and begin entering text.

If you need to enlarge the view scale, click on the *Zoom Control* button and select the desired percentage display or click on the *Zoom Control* number window and type in the desired setting.

EXERCISE

Task	Comments
1. Select Notes view.	Click on the Notes Pages View button. 
2. Display the first slide in your presentation.	If the first slide in the presentation is not displayed already, use the Previous Slide button to page back to the beginning of the presentation.
3. Select the Notes Body.	Click anywhere in the Body object shown below the reduce version of the slide.
4. Zoom up on the Notes Body.	Click on the <i>zoom control</i> button and change the value to 75%.
5. Enter text notes.	Type, Opening remarks , then <Enter> . Click on the Demote button, and type, Did you hear the one about... , <Enter> . Notice that the second paragraph is indented, and that additional paragraphs will follow this alignment until you click on the <i>promote</i> or <i>demote</i> button.

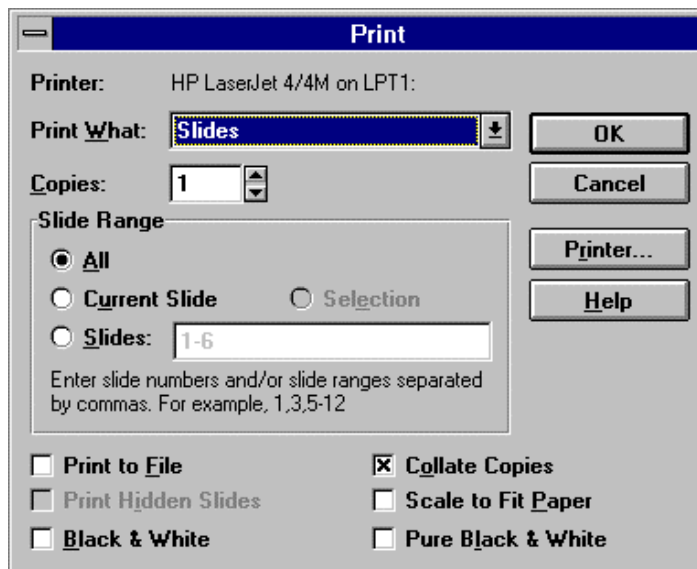


Printing a Presentation

PowerPoint allows you to print your presentation as slides, notes, handouts, or as an outline. When you print your presentation as slides or notes, each page contains one slide. The difference between printing slides and notes is that Notes pages print in portrait mode and contain both a reduced version of the slide and its corresponding Notes Body, whereas a Slides page only contains the objects on the slide printed in landscape mode at full size so that the slide fills the entire page.

When you print handouts or an outline of your presentation, each page will contain multiple slides. Handouts pages contain reduced versions of your slides printed with two, three, or six slides per page. An outline of your presentation only prints the text entered in the Title or Body objects, and will print using the screen options that were set the last time left Outline view. For instance, if while in Outline view you had selected the Draft Text option, slide Title and Body text will print all in the same font and point size, and use the same small round bullets throughout. Furthermore, if the last time you left the Outline view the view scale was set to 50%, the text fonts will be larger than if you last viewed your the outline using the 33% view scale.

To print your presentation, select the **Print** command from the **File** menu. When the **Print** dialog box opens, use the **Print:** list box to select the format (**Slides**, **Notes Pages**, etc.) you wish to print.



Printer:	Shows the setting for your current printer.
Print What:	Allows you to select to print slides, handouts, notes pages, the Outline view.
Copies:	Select the number of copies to print.
Print to File:	Creates a disk file containing the slides in your presentation so that you can use a desktop film recorder or service bureau to make 35mm slides of your presentation.
Print Hidden Slides:	Prints slides that you've hidden in your presentation.
Black & White:	Prints color slides in black & white.
Collate Copies:	Prints multiple copies of your presentation in reverse order.
Scale to Fit Page:	Automatically resizes your slides to fill whatever size paper is selected in the Windows Print Setup or Macintosh Chooser , regardless of the paper size specified in the Slide Setup dialog box.
Pure Black & White:	Useful for printing drafts of color presentations, or to make notes pages and handouts more legible. This option changes all colors and fills to white, and makes all text, lines and frames black.
Printer:	Used to select the printer on which you wish to print your presentation. Two different printers may be selected from within the Print Setup dialog box - one for printing slides, the other for printing Slide Notes, Handouts, or Outline pages. Each printer selection field has a corresponding Setup button.

LESSON 4 PRODUCING SLIDE SHOWS

I
S
D
•
I
S
D
•
I
S
D

I
S
D
•
I
S
D
•
I
S
D

Lesson 4: Producing Slide Shows

In addition to allowing users to print their presentation or convert it to 35mm slides, PowerPoint can be used to produce an electronic presentation that can be viewed on a computer, even one that does not have PowerPoint installed on it. When a presentation is run as an electronic slide show, the slides are automatically enlarged and scaled to fill the screen, and all menus, tools, etc. are hidden from view.

The Slide Show feature permits presentations to be made in at least partially lit rooms, instead of in the dark, takes advantage of today's personal computers' color capabilities, makes it easy to make last minute modifications, and practice your presentation using different timings and transitions.

PowerPoint's electronic presentations can contain special effects, such as *build slides* that reveal one bullet point at a time, *transitions* that allow you to use fades, dissolves and wipes to change from one slide to the next, and link embedded objects that let you add sound and video to your presentations.

PowerPoint gives users control over the timing of slide changes, and even allows them to draw on the electronically-presented slides to emphasize important points, or to run the presentation in a continuous loop so that it operates as an unattended demonstration.

Lesson 4: Objectives

At the end of this lesson you will be able to...

- Set timings
- Set transitions
- Create Build slides
- Run a slide show
- Close PowerPoint
- Use the PowerPoint Viewer

I
S
D
•
I
S
D
•
I
S
D

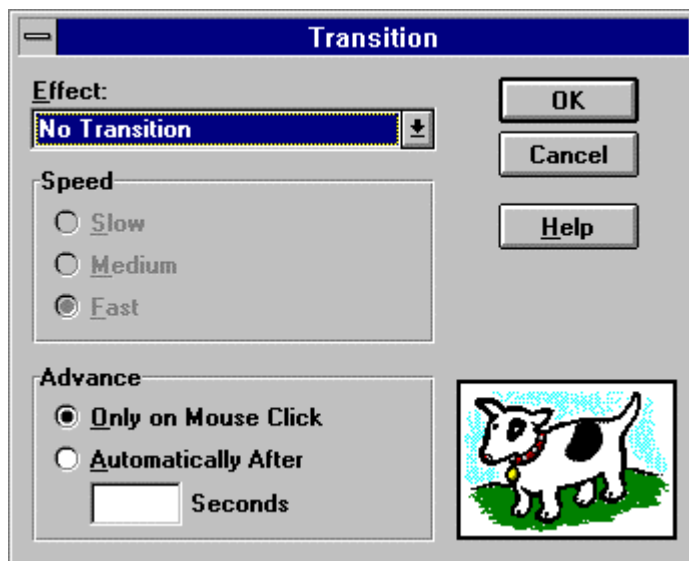
Setting Timing and Transitions

In electronic presentations, transitions are used to control the way that a presentation changes from one slide to the next. Timing controls the duration that a slide stays on the screen before the presentation advances to the next slide. PowerPoint allows you to set the different timings and transitions for each slide in your presentation.



The **Transition** dialog box allows you to select any of forty-four different effects or no transition at all. It also allows you to control the speed at which a transition takes place, and whether a manual or automatic slide advance will be used. If you choose automatic slide advance, you must enter the length of time in seconds that you want the slide to remain on the screen.

The **Transition** dialog box is accessed by selecting the **T**ransition command in the **T**ools menu, or by clicking the **transition dialog** button in the Slide Sorter view Toolbar. Transition effects can also be set from the **transition effect** list box in the Slide Sorter Toolbar.

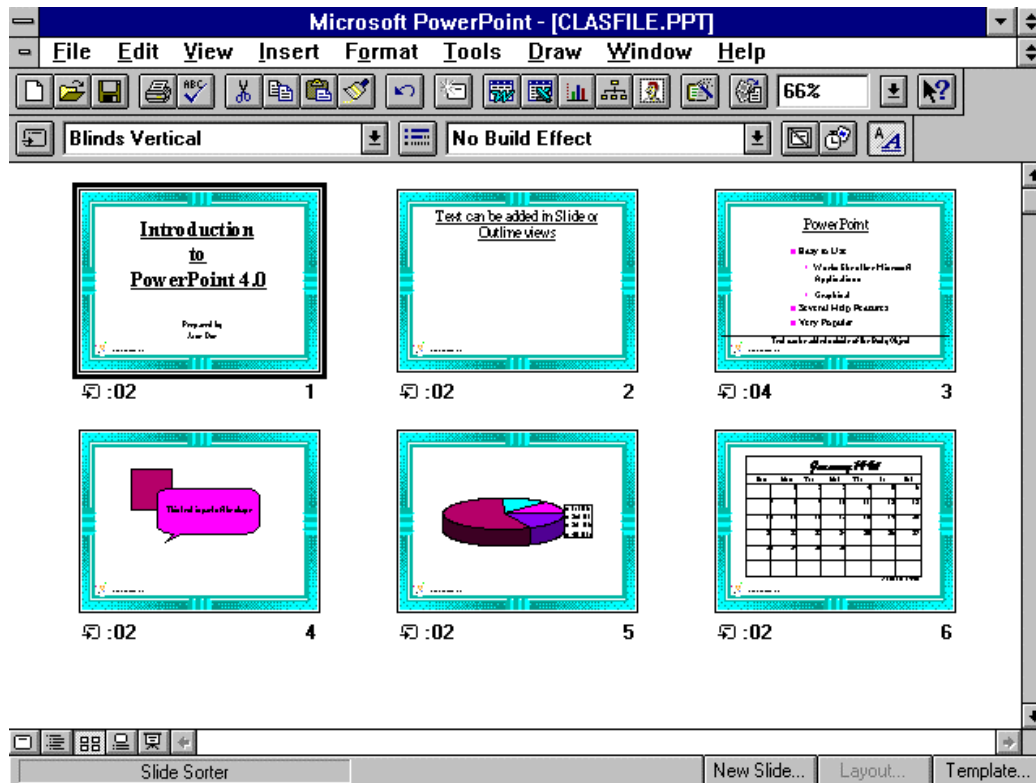
To apply the same transition effect to more than one slide, use the Slide Sorter view to select multiple slides by either holding down the SHIFT key while clicking on the desired slides, or by dragging the mouse to draw a selection box around the slides you wish to select. Then, open the **Transition** dialog box or *transition effect* list box and choose the effect you wish to apply to the slides.



EXERCISE

Task	Comments
1. Select Slide Sorter view.	Click on the Slide Sorter view button. 
2. Open the Transition dialog box.	Click on the first slide in your presentation so that the Selection box appears around it. Then click on the Transition button. 
3. Select the type of transition you wish to use.	Open the Effect pull-down list and select the transition you wish to use for this slide. When you do, the effect is demonstrated on the sample slide to the right of the list box.
4. Set the transition speed.	Click on the Slow option.
5. Choose automatic transitions.	Click on the option in the Advance frame labeled, Automatically After _ Seconds and enter 2 in the seconds field.
6. Save the timing and transition settings.	Click on the OK button. The <i>transition dialog</i> button icon and advance timing setting appear beneath the slide.

Task	Comments
7. Set the timing and transitions for the rest of the slides.	Click on the second slide in your presentation. Then, open the <i>transition dialog</i> button. When the Transition dialog box appears, choose the type and speed of transition you wish to use, select automatic advance, and set the timing to 4 seconds. Then click on the OK button. Repeat this process for the rest of the slides in your presentation.

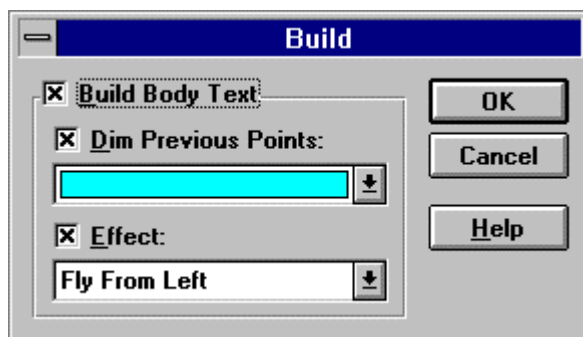


Creating a Build Slide

Build slides reveal bullet points one at a time, allowing speakers to focus their audience's attention on the individual point being made. Thus, they are also known as "progressive disclosure" slides.

When creating a build slide, you can select the way in which bullet points move onto the slide, and choose to have PowerPoint dim and color previous points as new ones appear.

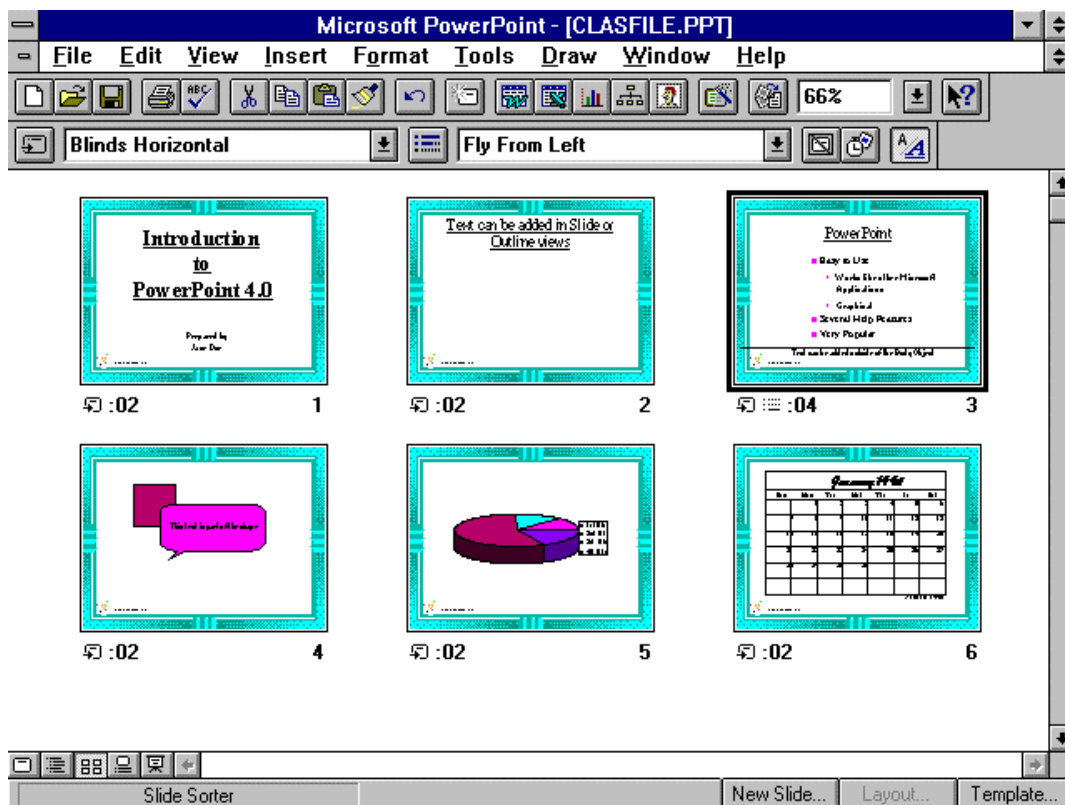
The build slide options can be set through the **Build** dialog box that appears when the **Build** command is selected from the **Tools** menu or when the *build dialog* button in the Slide Sorter Toolbar is pressed.



EXERCISE

Task	Comments
1. Select a slide that contains text in the Body object.	Click on slide #3.
2. Open the Build dialog box.	Click Tools on the menu bar, then select Build .
3. Choose to build the slide one bullet at a time.	Click on the Build Body Text option.

Task	Comments
4. Have PowerPoint dim and change the color of the points already presented.	Click on the Dim Previous Points : option, then open the list box beneath this option and choose the color you wish to use for dimming.
5. Select the manner in which bullet points will appear.	Click on the Effect : option, then open the list box to the right to choose the way that the paragraphs will be built on the slide, select the Wipe Right effect.
6. Save the Build settings.	Click on the OK button. Notice the <i>build dialog</i> button icon that appears below the slide.



Running a Slide Show

To run a slide show, open the **View** menu and select the **Slide Show** command. When the **Slide Show** dialog box appears, make a selection in the **Slides** frame to indicate whether you want to include **All** the slides in your show, or prefer to display a sequential subset of slides using the **From:_ To:_** option.



Then choose the method you'll use to change slides by selecting either the **Manual Advance**, **Use Slide Timings**, or **Rehearse New Timings** option in the **Advance** frame. **Manual Advance** moves the presentation ahead one slide for each mouse click. **Use Slide Timings** runs the show with the timings set using the **Transition** command in the **Slide** menu. If no timings have been set for this show, the option will be dimmed. The **Rehearse New Timings** option lets you adjust previously set timings or create new ones during a practice presentation.

If you select **Rehearse New Timings** a clock will appear in the lower left corner of each slide displayed during the rehearsal. Clicking on this button or anywhere on the screen stores the elapsed time for each slide. If you wish to have your presentation automatically repeat, click on the **Run Continuously Until 'Esc'** option so that an "X" appears in its check box.

Once you have made your selections, click on the **Show** button to start the on-screen presentation, or press **Cancel** to close the dialog box without starting the show. If you need more information about any of the options, click on the **Help** button. You may also start a slide show by clicking on the **slide show** button in the Toolbar of any of the four screen views. If you do, the current settings for timings and transitions will be used.

During an on-screen presentation, PowerPoint offers several ways to control your slide show. Both mouse clicks and keyboard commands can be used to move back and forth between the slides in your presentation. Special hot keys can be used to stop, restart, or blank the screen so you can command the audience's attention at important points in your presentation. If during a presentation you forget which key to use, press **F1** to display a list of keyboard commands.

EXERCISE

Task	Comments
View your slide show using the current timings	
1. Open the Slide Show dialog box.	Click View on the menu bar, then select Slide Show .
2. Run your presentation with current timings.	Click on Use Slide Timings option inside the Advance frame. Click on the Show button to start the slide show.
Rehearse and view new timings	
3. Open the Slide Show dialog box.	Open the View menu and select Slide Show .
4. Rehearse new timings for your presentation.	Click on the Rehearse New Timings option that appears inside the Advance frame. Then click Show .
5. Select new timings for each slide including the 'build' for the body text slide.	Click the left mouse button to capture the time and advance to the next slide. Use the mouse button to display each bullet for the body text slide.
6. Update new slide timings.	At the end of the presentation, a dialog box will prompt you to " Record new slide timings? Yes or No ". Select Yes
7. View new slide timings.	Select the Slide Sorter view button.  (Note new slide timings.)
8. Rerun your slide show. Use some of the control keys on the next page.	Click on the slide show button in the lower left-hand corner. 

Slide Show Control Keys

During the slide show:

Feature

Mouse Command

Keyboard Command

Advance to the next slide

Left mouse click

SPACEBAR or N
or
→ or ↓ or Page Down
or or

Return to the previous slide

Right mouse click

BACKSPACE or P
or
← or ↑ or Page Up
or or

Go to slide #1

None

+ ENTER

Go to slide #?

Hold down both mouse buttons for 2 seconds or longer

None

Blacks/Unblacks the screen

None

B or .

Whites/Unwhites the screen

None

W or ,

Show/Hide the arrow pointer

None

A or =

Stop/Restart automatic show

None

S or +

End slide show

None

ESC or -
or
CTRL or BREAK
+

Erase drawing on screen

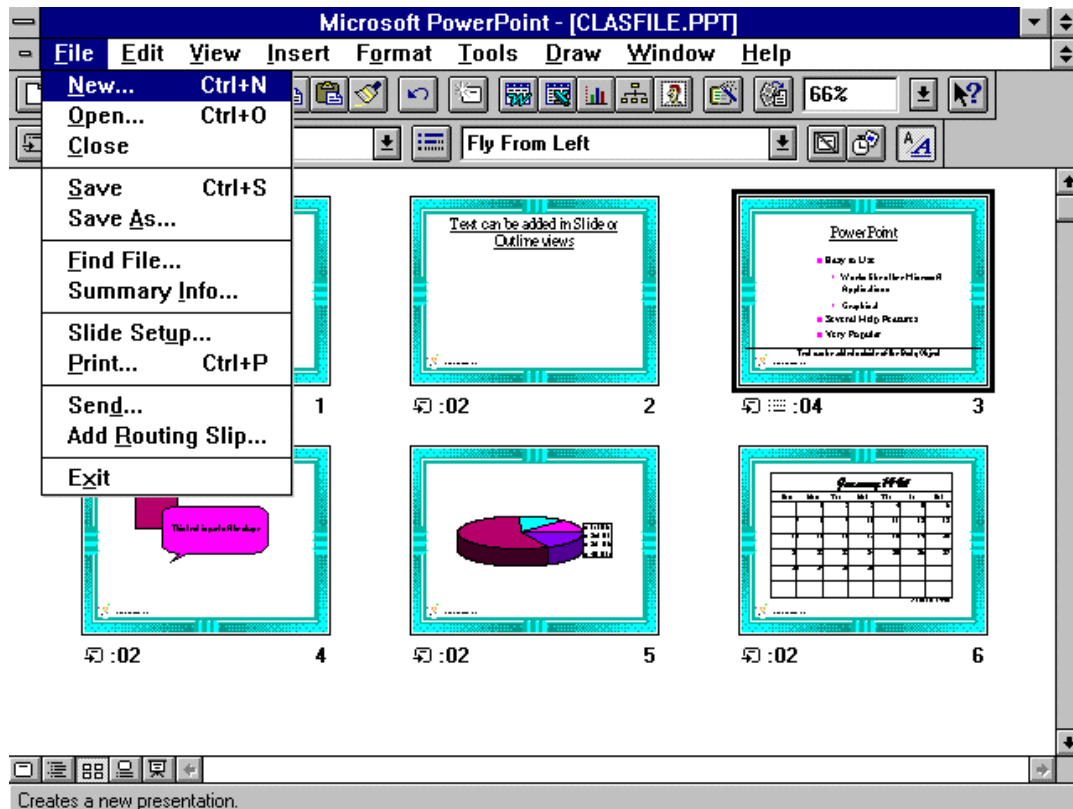
None

E

I
S
D
•
I
S
D
•
I
S
D

Closing PowerPoint

When you have finished using PowerPoint, you may close the application by double-clicking on the Control-menu box to the left of the PowerPoint Title bar, clicking once on the Control-menu box and selecting the **Close** command, or by opening the **File** menu and choosing **Exit**.



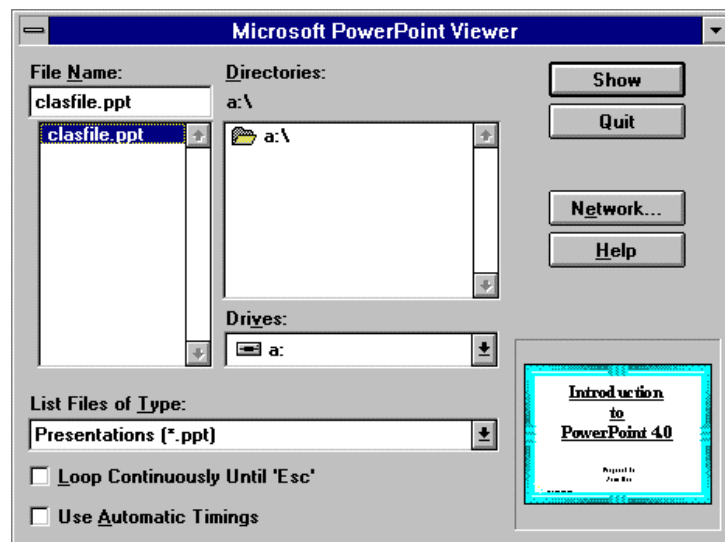
Using the PowerPoint Viewer

The PowerPoint software package contains a separate application for running slide shows without opening the PowerPoint application window. This is helpful if you want to distribute copies of your presentation, or want to be sure that the content of your presentation is not tampered with when you run it as an unattended demonstration (NOTE: the PowerPoint mouse and keyboard commands for controlling the slide show are still operational).

When the **MS PowerPoint Viewer** dialog box appears, select the file name of the presentation you wish to run so that its name appears in the **File Name:** text field. When you have finished making your selections, click on the **Show** button to start the presentation, or press **Quit** to close the Viewer without running the slide show.

EXERCISE

Task	Comments
1. Open the PowerPoint Viewer.	Open the Windows File Manager. Double-click on the PPTVIEW.EXE file.
2. Select the presentation you wish to run as a slide show.	When the MS PowerPoint Viewer dialog box appears, click on the myslides.PPT file.
3. Start the slide show.	Click on the Show button. When you have finished viewing the slide show, click on the <i>Quit</i> button to close the PowerPoint Viewer.



I
S
D
•
I
S
D
•
I
S
D